

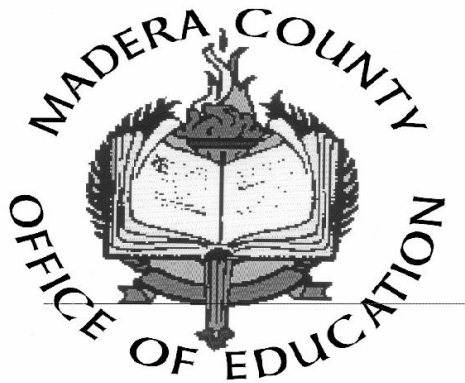
# *Madera County*

## *OCCUPATIONAL OUTLOOK REPORT 1996*

A Product of

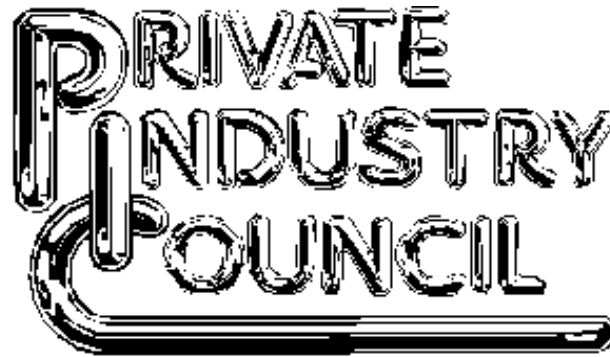
*Madera County Private Industry Council*

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## ACKNOWLEDGMENTS

Special thanks are given to the following individuals for their contribution to this publication:

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### **OTHER CONTRIBUTORS**

Training providers, professional resource people.

With Special Thanks to:

Madera County Private Industry Council Staff  
and  
to the hundreds of local employers who participated in our surveys.

## A SPECIAL MESSAGE FOR READERS AND USERS



The Madera County Private Industry Council and the State of California Employment Development Department - Labor Market Information Division **have made a substantial effort to ensure the accuracy of the information contained in this report.** We are committed to exceptional standards of research and to high quality labor market information for local users. The data is collected by survey from local employers and training providers. Labor market research is often impacted by a variety of factors in a short period of time. Therefore, the data must be viewed as a photograph which captures a picture of reality at a specific period in time when the research was done.

We encourage you to use the data with confidence, due to the commitment to quality and years of research experience that are provided by the state California Cooperative Occupational Information System staff.

Any questions regarding the data contained in this report should be brought to the attention of the Madera County Private Industry Council at (209) 673-7031.

# USES OF CCQS REPORTS

## **CAREER DECISIONS**

Counselors and career development staff can use this report to help their clients make informed career choices based on skills, abilities, interests, education and personal needs. The localized information is easy to use and includes occupational descriptions, employers requirements and preferences, potential earnings and job outlook.

## **PROGRAM PLANNING**

The information in this report provides local planners and administrators with employment, annual turnover, training and placement data, as well as occupational size and expected growth rates. Planners can use this data to plan new programs and to evaluate or improve existing programs.

## **CURRICULUM DESIGN**

Training providers can assess and update their curriculum based on current employer needs such as skills and projected trends, as indicated in this report

## **ECONOMIC DEVELOPMENT**

Local government agencies and economic development organizations will find information on the labor pool such as occupational size, expected growth rates and wages, useful in determining the potential for business growth and development in Madera labor market area.

## **PROGRAM MARKETING**

Training providers can effectively market their programs by informing students, employers and others that the chances for job placement are much greater because their training programs are created using reliable locally-developed occupational data.

## **HUMAN RESOURCES MANAGEMENT**

Private and public sector employers can use this report to help determine competitive wages and benefits, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes

## **WAGE DATA**

Although it is not intended as an official wage survey, the wages presented in this report have been very useful to employers in providing comparative information concerning local wages rates in particular occupations.

*CALIFORNIA COOPERATIVE OCCUPATIONAL  
INFORMATION SYSTEM*



The Madera County Private Industry Council Labor Market information study is produced as part of a state-wide project called the California Cooperative Occupational Information System (CCOIS). The program is a cooperative effort between Madera County Private Industry Council and the State of California Employment Development Department (EDD), Labor Market Information Division (LMID). It is an annual study conducted to help improve the match between the labor needs of employers and the skills of job seekers by providing current, localized occupational information. To provide the standard for the statewide program, all CCOIS reports will have the title "Occupational Outlook" and the name of the geographic area covered by the report. Funding for this study is provided by EDD and Madera County Private Industry Council (PIC). This year marks the second year of Madera County Private Industry Council's participation in the project.

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. Local labor market research in California is conducted primarily for the local Service Delivery Area (SDA) as established by the Job Training Partnership Act (JTPA). The system consists of two components: Employment and Training. The Employment component utilizes the resources of the various agencies represented on the steering committee that directs the activities of the CCOIS to collect information on employment demand.

Local sites which only conduct research on the Employment component are considered "Basic Sites". Locations like Madera that research both the Employment and Training components are considered "Enhanced Sites".

*MADERA COUNTY*  
*PRIVATE INDUSTRY COUNCIL*

The Madera County Private Industry Council is composed of members in the community, such as leaders in local businesses, education, industry, labor and community organizations. The Council sets policies and manages the programs under the federal Job Training Partnership Act (JTPA). The Private Industry Council, in cooperation with the Madera County Board of Supervisors, offers services that benefit both employers and job seekers. Its purpose is to establish programs to prepare youth and adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment. This is accomplished through the development and support of public and private partnerships that expand economic opportunities for Madera County residents.

The Madera County Private Industry Council provides training for the unemployed, in-school and out-of-school youths, adults, persons over 55 and dislocated workers. These programs include:

- ◆ **Occupational Skills Training:** A program offered through contractual training agreements with public and private schools to provide training and job placement in a variety of vocations for which there is a local demand. Occupational Training is a combination of “hands on” and classroom learning
- ◆ **On-the-Job Training:** A program offering training and incentives to employers for hiring and training employees through the Private Industry Council. The program reimburses employers for part of the cost of training in the form of wage reimbursements while new employees are trained. The amount of the wage reimbursement is determined by the length and technical complexity of the training provided.
- ◆ **Labor Market Analysis:** A program to promote the match between employer’s demand for skills and the qualifications of the job seeker. The program is produced locally through a partnership between the Madera County Private Industry Council, the member agencies of the Sacramento Area Occupational Research group and the Employment Development Department.
- ◆ **Dislocated Worker Program:** A program specifically intended to assist persons who have been laid off as a result of economics, downsizing or plant closure. Dislocated workers are offered an array of services based on individual plans developed to assist them with readjustment and retraining services
- ◆ **Greater Avenues for Independence (GAIN):** A state and local program for AFDC recipients to help them become employed and financially self sufficient.

- ◆ **Older Worker Program:** Many older workers returning to the work force, lack the skills needed to compete in today's job market or find themselves disadvantaged by age discrimination. The program is designed to meet the specific needs of mature workers and employers in the local community, by preparing and brushing-up their skills for a job change or returning into the work force
- ◆ **Youth Program:** Youth are offered a full range of services, based on individually developed service strategies. Activities can include job seeking and job keeping skills training, work experience, internships, and occupational or on-the-job training. The appropriate service mix for each youth is determined by age, school status, work history, and individual needs.
- ◆ **Assessment:** The assessment service is provided to assist customers making a more informed choice among the many career options available. Several interests inventories and career surveys are offered which will assist in exploring career goals and types of training available.

# MADERA COUNTY ECONOMIC OUTLOOK

Madera is located in the exact center of California. Madera is the pivotal point of both the Golden State and the Central San Joaquin Valley. Madera's diverse geographic character is marked with striking diversity. It ranges from 180 feet above sea level on the Valley floor to over 13,000 feet at Mount Ritter in the Sierra Nevada Mountain Range. It also offers a range of work, lifestyle and living choices.

Madera County was carved out of Fresno County in 1893. The name of the county is the Spanish word for wood or lumber. Madera continues to be the fastest growing county in the Central Valley. The County grew by over 3.6% in 1995, outpacing the 2.7% growth of 1994. Between 1990 and 1993, Department of Finance estimates indicate a 5.4% rate which is the second highest in California.

Up until recently, Madera County's economic base has been heavily steeped in agriculture. Over the last several years there has been a growing trend toward industrial development. A new mix of light metal fabrication, plastics, fiberglass, food processing and warehouse/distribution industries have been added to create a more diversified economic base. Employment is based on services (28.4%), agriculture and forestry (16.4%), retail trade (14.9%), manufacturing (12.8%), and construction (7.5%). Agriculture and allied food processing form the basis of Madera County's economy, making up 35% of the county's total wage and salary employment. The total value of agricultural products exceed six hundred million dollars annually. Madera County ranks thirteenth among the counties of California in overall production and twenty-six among the 4,000 counties in the United States. The leading revenue commodities were almonds, raisins, grapes, wine grapes, milk, cotton, pistachios, hay/alfalfa, cattle, oranges, apples and turkeys.

A proactive government towards new business development and existing industry expansion has led to both a healthy blend of industrial diversification and new job growth. New job growth was facilitated through three key activities: attraction recruitment of new business and industry, expansion of existing business and industry, and small business development. Madera has a total of 1,097 new jobs that were created in 1995 in industrial and commercial related expansions or new development.

Three major projects has impacted Madera County's economic expansion in 1996:

- ⇒ Completion of the new Women's Prison Facility in Chowchilla (Valley State Prison). This project has produced over 770 new quality jobs for Madera at full buildout.
- ⇒ Opening of the new Madera Center Community College as part of a 1,860 acre master planned development project.
- ⇒ Groundbreaking of Valley Children's Hospital that will be part of a 1,100 mixed use development.

# *P*ROJECT *M*ETHODOLOGY

### Overview:

The following outlines the project methodology used in completing the report. Employment Development Department (EDD) provided the Private Industry Council with detailed instructions and formats for completing the survey and report. It is provided so that users will have an improved understanding of how the project is operated, how the data is acquired and processed, and the data's strengths and limitations

### Occupational Forecast:

EDD developed Occupational Forecast Tables for Madera County. These tables provided 1994 employment by occupation and projected a seven year growth and separation figures for occupations in Madera County in which there was substantial employment. Occupational distribution by industry was also provided. These tables contain information on over 300 occupations. They were generated by using state unemployment insurance records of Madera County businesses and data from the federally financed *Occupational Employment Statistics (OES)* survey of occupational distribution within industries identified according to *Standard Industrial Classification (SIC)*.

### Selection of occupations:

A preliminary list suitable for the survey was selected according to job demand and job growth. After analysis of the available information, a list of 50 occupations was selected. A community meeting was held to further review the proposed list of survey occupations. Representatives from businesses, labor, education and government concurred on the 20 occupations to survey for the report.

Factors considered for inclusion on the list was that occupations:

- Have a substantial employment base in the county;
- Have a substantial number of projected job openings in the county;
- Contribute to the representative nature of the sample.

### Sample Selection:

After the occupations were chosen and defined, EDD selected an employer sample from local industries employing people in the chosen occupations. Names of at least 40 employers for each occupation, with addresses, estimated employment in each occupation and the *Standard Industrial Code (SIC)* of the industry were included.

After the survey occupations are selected, an employer sample is developed for each occupation. Since Local Partners (LP) rarely survey the "universe" for any occupation, a considerable amount of time is invested to ensure that the survey samples are representative in terms of type of industries and the size of the employers. This is called **Sample Refinement**. LMID staff, using detailed databases on employers and occupational staffing within industries, designed a draft sample of employers for each of the survey occupations. This sample is



carefully reviewed by the Private Industry Council Research Analyst and employers are added and deleted, as appropriate, to attain a sample of at least 40 employers per occupation (or as many as can be found, if less than 40).

An industry code is a title for a group of firms that produce similar goods and services. Industries are classified by the *Standard Industrial Classification Manual*. There are nine major industry groups; some examples are services, farming, agriculture, and retail trades. Every firm in the State is classified in one specified industry category according to the products or services they produce.

#### Survey Procedures:

- Employers who provided jobs in chosen occupations were identified and contacted by the Private Industry Council Research Analyst by telephone and were asked to participate, either by phone or mail survey
- Then the company name and address were verified, a contact name was obtained and the employer was encouraged to participate. The appropriate survey respondent is the person responsible for the hiring of personnel (in the survey occupation).
- Many employers were extracted from the sample because they did not employ the occupation, were no longer in business or a local address or phone number could not be verified. All completed and/or returned questionnaires were reviewed, checked for consistency and completeness, and any unclear or inconsistent responses were clarified through follow-up phone calls.
- If 50% of employers on the original sample did not respond, they were replaced with other employers selected from the *Confidential Listing of Employers (CLUE)* supplied by LMID.
- In a standard sized employer sample of 40 potential respondents, the LP is required to collect at least 15 completed questionnaires. The smaller the sample size, the greater the response rate required.
- In addition to the survey of employers, Madera County Private Industry Council contacted labor unions, schools, training providers, etc., to learn about each specific occupation.

#### Tabulations & Results:

Coded survey responses were entered into a CCOIS database and basic data tabulations were prepared. From those tabulations, the data was analyzed by the Private Industry Council and *Occupational Outlook Summaries* were prepared. Each occupational summary provides information on training and hiring requirements, size of the occupations, employment trends, supply/demand assessment, wages and fringe benefits and other information. Specific employer information remains confidential.

#### Dissemination Of Information

The Private Industry Council, California Cooperative Occupational Information System, and Employment Development Department staff convened a workshop to distribute the results. Copies were sent to local libraries, schools, business organizations and to users on request throughout the year.

*GUIDE To OCCUPATIONAL  
SUMMARIES*

The occupational assessments which follow contain several different items of information for potential use to the readers of this report. These guidelines present a summary of the projects' findings by occupation. Major sections of each table include:

- ◆ Description of the Occupation
- ◆ Alternate Job Titles
- ◆ Education
- ◆ Experience
- ◆ Work Experience, Training, and Advancements
- ◆ Employer Supply & Demand Assessment
- ◆ EDD Employment Indicators
- ◆ Potential Earnings and Benefits
- ◆ Important Qualifications And Skills
- ◆ Work Patterns & Recruitment
- ◆ Other

The sections are commonly presented in the same order on the report pages. In some instances the sections are presented in a slightly different order to accommodate the variable lengths of the sections from occupation to occupation. Throughout the tables, the terms *“all”*, *“almost all”*, *“most”*, *“many”*, *“some”*, and *“few”* are assigned specific values to describe the survey results. These values were applied as follows:

- ◆ **All:** This reflects 100% of the survey respondents.
- ◆ **Almost All:** This reflects 76% to 99% of the survey respondents.
- ◆ **Most:** This reflects 51% to 75% of the survey respondents.
- ◆ **Many:** This reflects 36% to 50% of the survey respondents.
- ◆ **Some:** This reflects 10% to 35% of the survey respondents.
- ◆ **Few:** This reflects less than 10% of the survey respondents.

#### Description of the Occupation

Each Occupational Employment Statistic (OES) code has a corresponding definition, which is printed here for reference. This definition is what employers responded to for the CCOIS study. The occupation title and definition were printed on the face of each questionnaire, and read to phone respondents to ensure a match between employer's jobs and the occupation

being studied. The OES defined occupations are broader than the occupation using the DOT codes.

#### Alternate Job Titles

This section indicates the most frequently used job titles as reported by employers responding to the survey.

#### Education

This section includes the education level of most “recent hires”. Education refers to academic education as provided by such institutions such as high schools and community colleges.

#### Experience

This section indicates the extent to which employers require previous experience and will accept training as a substitute for such experience.

#### Work Experience, Training & Advancements

- ◆ **Required Related Work experience:** This section indicates the most common previous job titles related to the occupation.
- ◆ **Required Training or Certification:** Indicates if a considered applicant is required to have license or certificate. Also, if training is required, the number of months and type of training that is most typical for the occupation.
- ◆ **Training Sources:** Indicates where the training is provided. For more information about a wide range of training providers offered in Madera County, please refer to the Training Directory on pages 88-92. This Directory includes private training facilities that have been approved by the State Council for Postsecondary and Vocational Education to provide occupational training.
- ◆ **Licensing or Certification:** This section indicates places to obtain licensing or certification are identified for each occupation researched, where appropriate.

- ◆ **Promotional Opportunities:** This section includes information regarding the upward mobility of an occupation. Data in this section is obtained from employers surveyed, so the prospect of promotion and advancement varies greatly.

**Employer Supply & Demand Assessment:** The chart refers to relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards. The following terms are used to classify occupational supply/demand in Madera County:

- ◇ *Great Difficulty:* Employers demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
- ◇ *Somewhat Difficult:* Employers demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants.
- ◇ *Little Difficulty:* Work supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking.
- ◇ *Not Difficult:* Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

#### EDD Employment Indicators

◆ **Projections:**

- ◇ **Size:** The size of an occupation is determined by the estimated total number of employees in an occupation as reported in 1994. These numbers are provided by Employment Development Department. In Madera County, the following scale is used to designate occupational size by number of employees:

*Small:* Less than 36 Employed  
⇒ *Medium:* Between 36 and 72 Employed  
*Large:* Between 73 and 156 Employed  
⇒ *Very Large:* Over 156 Employed

- ◆ **Growth:** Occupational employment growth is based on the Projections of Employment by Industry & Occupation of Madera County from 1994 to 2001, provided by Employment Development Department, Labor Market Information Division. This growth rate represents the total increase in new jobs within the occupation expected during the projection period. The average growth rate for all occupations in Madera County during the prediction period is 4% annually. The following terms are used to define the rate of growth:

- ◇ *Much Faster Than Average:* 1.5% or more.
- ◇ *Faster Than Average:* 1.1% to but not including 1.5%
- ◇ *Average:* 0.9% to but not including 1.1%
- ◇ *Slower Than Average:* Less than 0.9% but greater than Zero
- ◇ *Remain Stable:* Zero

- ◇ *Slow Decline:* Less than Zero.

- ◆ **Turnover:** This section is an evaluation of the degree to which employees leave an occupation within a company or organization. It is based on employer information concerning how many new employees they hired in the preceding year because of vacancies resulting from employees leaving existing positions. Turnover was calculated for each occupation based on total employment in the occupation in the companies surveyed and the number of new people hired by those companies to fill vacancies created from people leaving.

Potential Earnings and Benefits

- ◆ **Wages:** This section enables comparison of salaries within certain ranges of one occupation to those of another. Furthermore, it helps to identify the approximate salary ranges (rounded to the nearest quarter for consistency) and median wages (as reported). Where applicable, both union and non-union wages are presented for occupations that have union representation. Unionization can be negligible when it represents less than 20% of the total workers in the occupation. Salary ranges are reported for three levels of employee experience, defined as follows:
- ◇ *New Hires, No Experience:* The wages of persons trained or otherwise qualified, who have no paid experience in the occupation.
- ◇ *New Hires, Experienced:* The starting wage paid to journey-level or experienced persons just starting at the firm.

- ◇ *Experienced, After Three Years With Firm:* The wages generally paid to persons with three years journey-level experience at the firm.

The data is not intended to represent official preponderant wages. The ranges presented are based primarily on employer responses to the CCOIS surveys. It reflects information gathered during the period May through September 1996.

On August 20, 1996, President Clinton signed the Small Business Job Protection Act of 1996. The legislation amends the Fair Labor Standards Act to raise the federal minimum wage from \$4.25 to \$4.75 per hour effective October 1, 1996, and to \$5.15 per hour effective September 1, 1997. However, this legislation has not impacted our wage data due to the fact that our survey was completed before the new law went into effect.

- ◆ **Benefits:** The types of fringe benefits employers provided to the employee in the occupation are presented in this section. The percentage of employers offering each type of benefits to full time and part time workers are supplied. Supplementary benefits identified by employers are listed at the bottom of the graphic under *Other*. It is listed instead, as a percentage indicating that less than three employers surveyed offer this benefit.

#### Important Qualifications and Skills

- ◆ **Specific Skills And Qualifications Reported:** This section indicates some of the most important qualifications, including technical skills, physical abilities,

flexibility, and other qualifications. The surveys responses are averaged and weighted by the number of employees. All skills have been rated by employers on a scale of 0 to 3, with 0 meaning that the skill is not essential to perform the job, and 3 meaning that the skill is essential to do the job. Skills for which the average rating was 2.5 to 3.0 are referred to as “*essential*”. Those for which the average was 2.0 to 2.49 are referred to as “*also important*”. Those with an average 1.9 or less are referred to as “*Other qualifications*”.

- ◆ **Computer Software Skills Sought:** This section identifies computer skills/qualifications which are desired by employers for the occupation.

#### Work Patterns & Recruitment

- ◆ **Hours:** The distribution of full time, part time, temporary/on call and seasonal employees is reported in this section, along with the average number of hours worked per week.
- ◆ **Recruitment Methods:** The most frequently used methods of recruiting new employees is reported in this section. These findings do not represent all employees; only the most recently hired ones.

#### Other

- ◆ **Related Dot Code And Title:** The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES defined occupation can be matched

to a number of related DOT defined occupations. This section includes some of the more sizable DOT occupations associated with the OES occupations surveyed.

- ◆ **Employment Industries in Madera County:** This section identifies the major employing industries for the occupation. This list is not intended to portray the universe of employing industries within the county, but portray industries in which the occupation comprises a significant share of employment. The industries are

ranked by occupational size, from those employing the largest number of people in the occupation to those employing the least. These figures are provided through the Occupational Forecast Tables provided by California Cooperative Occupational Information System (CCOIS).

- ◆ **Gender:** This section includes the percentage of females and males at the surveyed firms.



# ACCOUNTANTS AND AUDITORS

OES 211140

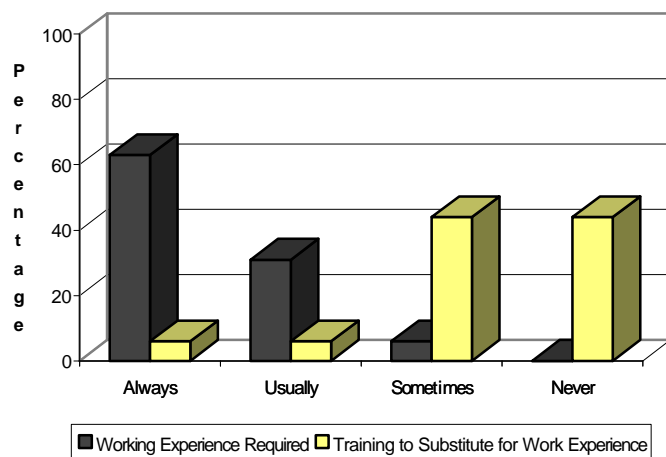
Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.



**Alternate Job Titles:** Staff Analyst, Controller, Finance Director, Fiscal Manager, Appraiser, and Accounts Receivable/Payable.

**Education:** Many employers surveyed reported that most of their recent hires hold a bachelor degree. Some reported that most of their recent hires vary in education level from high school education or equivalent to a college education but no degree or a graduate study. Few reported that most of their recent hires had an associate degree.

**Experience:** The chart below reflects whether employers do or do not require previous work experience and will accept training as a substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



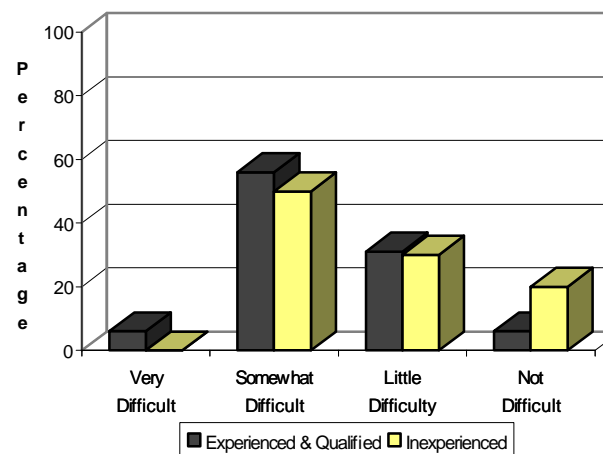
#### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Accountant, Accounting Clerk, and Bookkeeper. These employers tend to hire applicants with an average of 24 months of experience. Larger companies required more length of experience due to the changes in legislation related to taxes, financial reports standards and other financial matters.
- ♦ **Required Training or Certification:** Employers surveyed required the employee to have at least 12 semester-hours in college, or to have at least a bachelor's degree in accounting or a related field. Also, there was a preference for those with a master's degree in accounting, or a master's

degree in business administration, as well as an Appraiser Certificate. Professional recognition through certification licensure is also helpful.

- ♦ **Training Sources:** Formal training is available in vocational schools and postsecondary institutions, and colleges. Refer to the Training Directory in this report for a list of service providers who offer training related programs.
- ♦ **Licensing:** The license is only required to become a CPA. The requirements are: (1) college degree in Accounting or related field, and 36 months experience with a CPA, or (2) acceptable equivalent combination of education and experience, (3) passage of Ethics exam given by California Society of Certified Public Accountants.
- ♦ **Promotional Opportunities:** Most employers reported that they do promote personnel into higher level positions such as Accountant Dept. Manager, Accountant Manager, Senior Manager. Also, promotions/advancements may be dependent upon job availability which implies, in certain firms, employees can test for positions and be placed on a waiting certification list for interviewing.

**Employer Supply & Demand Assessment** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



## EDD Employment Indicators

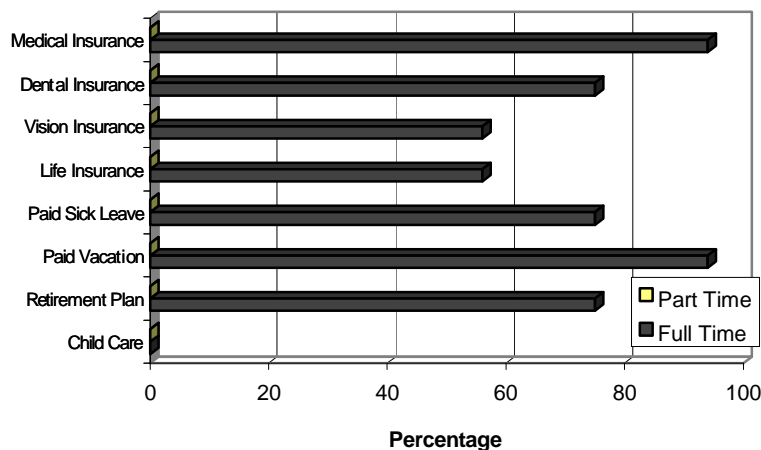
- ◆ **Projections:** 1996 Size: 115 - Large  
7 Years: 44 Job Openings
- ◆ **Growth:** The annual growth for Accountant and Auditors is 3.7%, which is growing proportionally with the average projected annual growth rate of 4% for all occupations in Madera County.
- ◆ **Turnover:** Employers reported that approximately 10% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

## Potential Earnings and Benefits

◆ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience	\$7.00 to \$16.75	\$12.08
New, experienced	\$8.75 to \$25.50	\$13.29
3 years with firm	\$9.75 to \$29.75	\$14.91

Unionization is negligible for this occupation.

- ◆ **Benefits:** The percentages reflect the results within the companies surveyed.



## Important Qualifications and Skills

- ◆ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that business math skills, problem solving skills, ability to use accounting software, knowledge of computerized accounting systems, ability to write effectively, budget analysis skills are essential. Supervisory skills, ability to pay attention to detail, ability to work under pressure, as well as ability to work independently, ability to read and comprehend information quickly, and oral communication skills are also important. Few employers reported that hand-ledger is becoming an obsolete skill. Few employers reported that they want the applicants to have computer literacy.
- ◆ **Computer Software Skills Sought** All employers want their employees in this occupation to be proficient in spreadsheet. Most employers want their employees to have knowledge of word processing and database.

## Work Patterns & Recruitment

- ◆ **Hours:** Almost all the firms surveyed reported that employees worked full time, averaging 40 hours per week.
- ◆ **Recruitment Methods:** The most frequently used method in recruiting new employees by most employers include newspaper advertisements. Many employers used private employment agencies and in-house promotion or transfer. Some employers used employee's referrals, private school referrals, and Employment Development Department.

## Other

- ◆ **Related Dot Code and Title:**

160.162-018	Accountant
160.167-054	Auditor
160.162-022	Accountant, Budget

- ◆ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
8211	Elementary and Secondary Schools	9%
8721	Accounting, Auditing, & Bookkeeping	9%
9030	Local Government	7%
	Others	75%

- ◆ **Gender:** 60% of the sample are Female and 40% Male.

# *BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS*

**OES 553380**

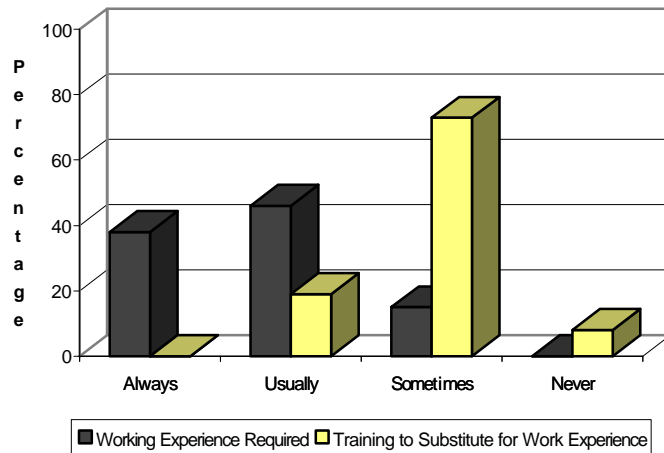


Bookkeeping, Accounting, and Auditing Clerks (including Bookkeepers) compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

**Alternate Job Titles:** Account Clerk, Office Manager Assistant, Administrative Clerk, Payroll Clerk, and Account Clerk.

**Education:** Most employers surveyed reported that most of their recent hires had some college but no degree. Many reported that most of their recent hires had a high school diploma or equivalent.

**Experience:** The chart below reflects whether employers do or do not require previous work experience and will accept training as substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



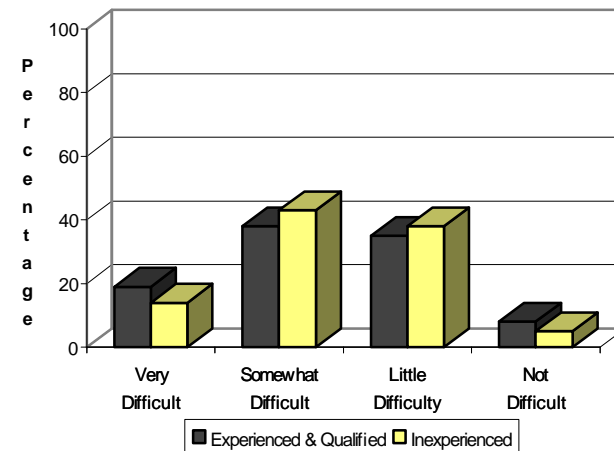
### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Bookkeeper, Accounts Payable, and Accounting Clerk. These employers tend to hire applicants with an average of 18 months of experience. Larger firms required more length of experience reaching up to 60 months.
- ♦ **Required Training or Certification:** Although there is no certification required for this occupation, employers required training on ten key by touch, typing 35 to 55 wpm, bookkeeping classes, and money management course. Some on-the-job training may also be requested.
- ♦ **Training Sources:** Formal training is available in high schools, business schools and community colleges teach office skills. Business education programs typically include courses in typing, word processing, shorthand, records management, and office systems and procedures. Programs range in

length from one to two years. Refer to the Training Directory in this report for a list of service providers who offer training related programs.

- ♦ **Certification:** Certificate is received upon completion of course.
- ♦ **Promotional Opportunities:** Many employers reported that they promote their personnel into higher level positions such as General Office Manager, Account Receivable Coordinator I, Accounting Manager, Manager, Payroll & Payable. Also, promotions/advancements may be dependent upon job opening availability which implies, in certain firms, employees can test for positions and be placed on a waiting certification list for interviewing.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indicators

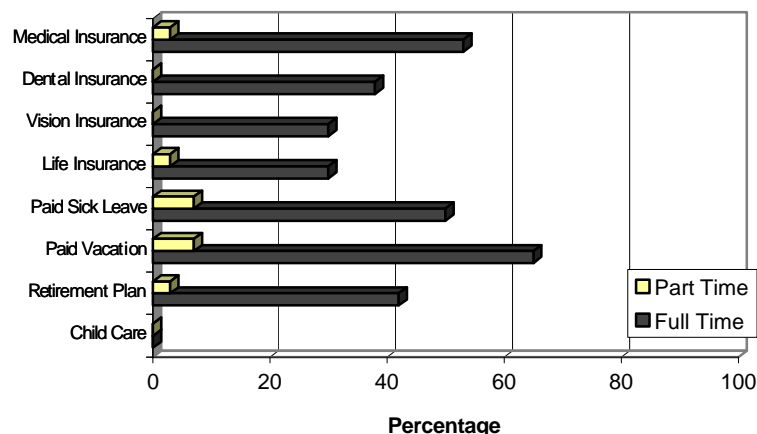
- ♦ **Projections:** 1996 Size: 404 - Very Large.  
7 Years: 94 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 1.8%, which is growing slower than average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Employers reported that approximately 7% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

## Potential Earnings and Benefits

♦ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, experienced	\$5.00 to \$17.25	\$ 7.50
New, no experience	\$5.00 to \$15.00	\$ 6.00
3 years with firm	\$5.75 to \$23.00	\$10.00

Unionization is negligible for this occupation.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



## Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that knowledge of specialized bookkeeping procedures, accounting skills, knowledge of payroll processing, and the ability to operate a 10-key adding machine by touch are essential. Telephone answering skills, auditing skills, ability to operate office machines, as well as the ability to write effectively are also important. Other qualifications may include

speed and accuracy, methodical thinking, organizational skills, and ability to perform basic mathematical computations. Few employers reported that hand-ledger bookkeeping is becoming an obsolete skill.

- ♦ **Computer Software Skills Sought:** Most employers indicated a preference for knowledge of Spreadsheet, Database, and Word Processing. Some employers reported a desire for specific accounting software knowledge.

## Work Patterns & Recruitment

- ♦ **Hours:** Almost all firms surveyed reported that employees worked full time, averaging 40 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by most employers is employees' referrals. Many employers recruited via newspaper advertisements.

## Other

- ♦ **Related Dot Code and Title:**

210.382-010	Audit Clerk
210.382-014	Bookkeeper I
210.382-010	Bookkeeper II
210.382-046	General Ledger Bookkeeper
216.482-010	Accounting Clerk

- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
9030	Local Government	9%
8211	Elementary and Secondary Schools	6%
	Others	85%

- ♦ **Gender:** 75% of the sample are Female and 25% are Male.

# COMBINED FOOD PREPARATION & SERVICE WORKERS

*OES 650410*

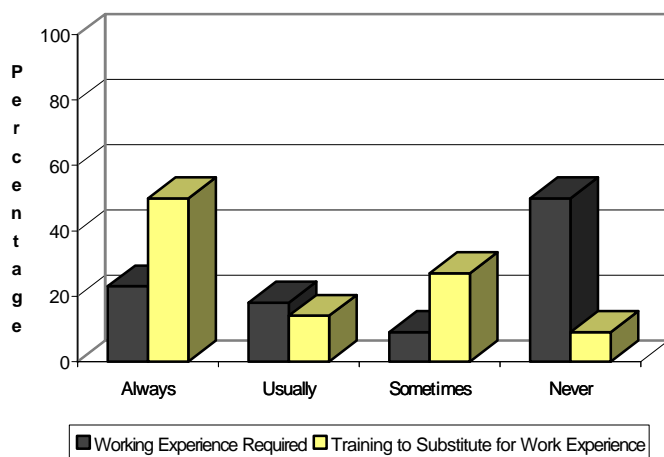


Combined Food Preparation & service Workers do both food preparation and food service. This does not include workers who spend more than 80% of their time in only one of these two areas.

**Alternate Job Titles:** Fast Food Worker, Crew Service, Food Preparation, Line Cook, and Fry Cook.

**Education:** Almost all employers surveyed reported that most of their recent hires had a high school diploma or equivalent.

**Experience:** The chart below reflects whether employers do or do not require previous work experience and will accept training as substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.

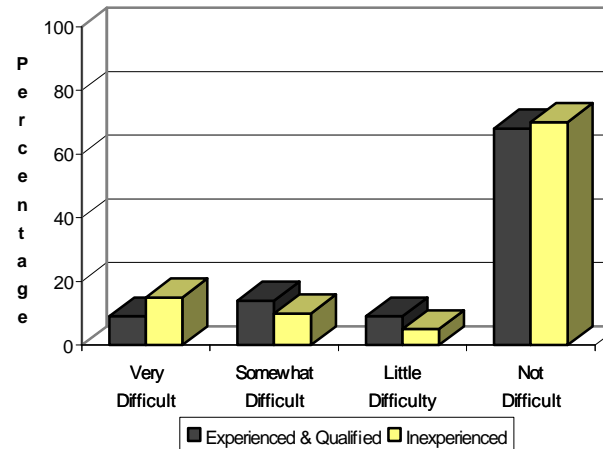


### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Cook, Food Preparation, Prep Cook, Fry Cook, and Line Cook. These employers tend to hire applicants with an average of 12 months of experience. Fast food employers' requirements are limited on formal education and experience due to the fact that this occupation is a short-term source of income rather than a career.
- ♦ **Required Training or Certification:** Employers surveyed required institutional cooking certificate. Also, on-the-job training is a common element for this occupation.

- ♦ **Training Sources:** Training can be obtained through high school or post-high school vocational programs and 2-or 4-year colleges. Also, cooks may also be trained in apprenticeship programs offered by professional culinary institutes, industry associations, and trade unions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.
- ♦ **Promotional Opportunities:** Most employers reported that they promote their personnel into higher level positions such as Crew Leader, Line Cook, Kitchen Manager, and Cashier. Also, promotions/advancements may be dependent upon job opening availability which imply in certain firms, employees can test for positions and be placed on a waiting certification list for interviewing.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indicators

- ♦ **Projections:** 1996 Size: 254 - Very Large  
7 Years: 35 Job Openings



- ♦ **Growth:** The annual growth for this occupation is 0.5%, which is growing slower than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Employers reported that approximately 13% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

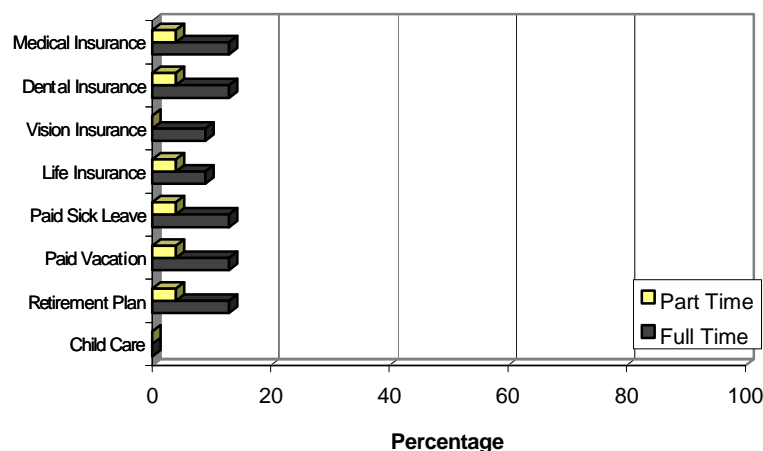
#### Potential Earnings and Benefits

♦ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience	\$4.25 to \$ 6.25	\$ 4.25
New, experienced	\$4.25 to \$12.25	\$ 4.25
3 years with firm	\$4.25 to \$15.00	\$ 5.50

Note: Uniform low wages can be attributed to the low requirements with this occupation.

Unionization is negligible for this occupation.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



#### Important Qualifications and Skills

- ♦ **Specific Skill s and Qualifications Reported:** This occupation required little education or training that allowed them to acquire their skills on the job. Employers reporting skills information reported the ability to package and serve foods, order taking skills, knowledge of food preparations, short order cooking skills, knowledge of fry cooking, and ability to make change are essential. Meeting employer grooming standards, ability to follow directions, and customer service skills are also important.

- ♦ **Computer Software Skill s Sought:** Employers want their employees to have computer literacy.

#### Work Patterns & Recruitment

- ♦ **Hours:** Most firms surveyed reported that employees worked full time, averaging 38 hours per week. Some worked part-time, averaging 22 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by almost all employers was hiring unsolicited applications. Many employers recruited via newspaper advertisements.

#### Other

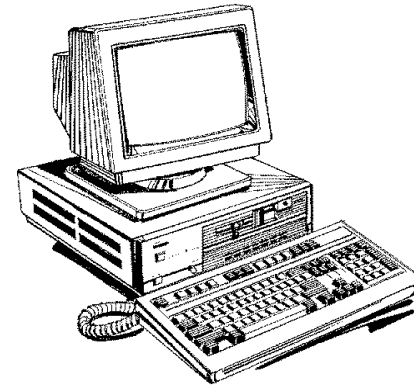
- ♦ **Related Dot Code and Title:**  
311.472-010 Fast Food Workers

♦ <b>Employment Industries in Madera County:</b>		
<i>SIC</i>	<i>Description</i>	<i>Ind. % of Occupation in 2001</i>
5812	Eating Places	82%
5411	Grocery Stores	12%
	Others	6%

- ♦ **Gender:** 56% of the sample are Female and 44% are Male.

# COMPUTER PROGRAMMERS, INCLUDING AIDES

*OES 251051*

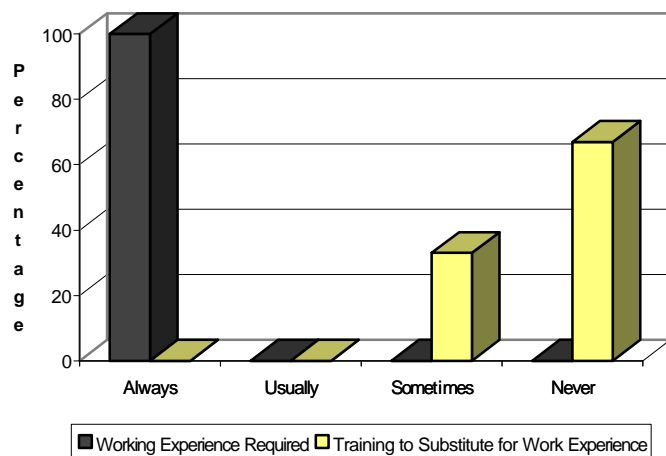


Computers Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

**Alternate Job Titles:** Associate Information System Analyst, and Information System Analyst.

**Education:** Almost all employers surveyed reported that most of their recent hires had a bachelors degree.

**Experience:** The chart below reflects whether employers do or do not require previous work experience and will accept training as substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



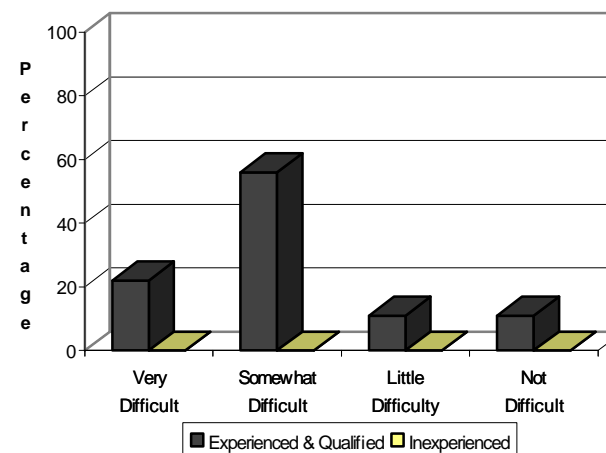
### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Computer Programmer, High-End Programmer, and Design Development. These employers tend to hire applicants with an average of 24 months of experience. Larger companies required more length of experience due to the growth of softwares in use, and the increasing complexity of some programming tasks. For these firms, in the absence of a degree, substantial specialized experience may be needed.
- ♦ **Required Training or Certification:** Within the firms surveyed classroom vocational training was required. On-the-job training is another element for this occupation.
- ♦ **Training Sources:** There are no universal training requirements for programmers because computer applications are so widespread and varied

that employer's needs also vary greatly. Computer programming is taught at public and private vocational schools, community and junior colleges, and universities. Many programmers are college graduates; others have taken special courses in computer programming to supplement their experience in particular fields. Refer to the Training Directory in this report, for a list of service providers who offer related training programs.

- ♦ **Promotional Opportunities:** Almost all employers reported that they do not promote personnel from this occupation to higher level positions.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indicators

- ♦ **Projections:** 1996 Size: 63 - Medium  
7 Years: 24 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 2.6%, which is growing slower than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Within the firms surveyed no turnover was reported.

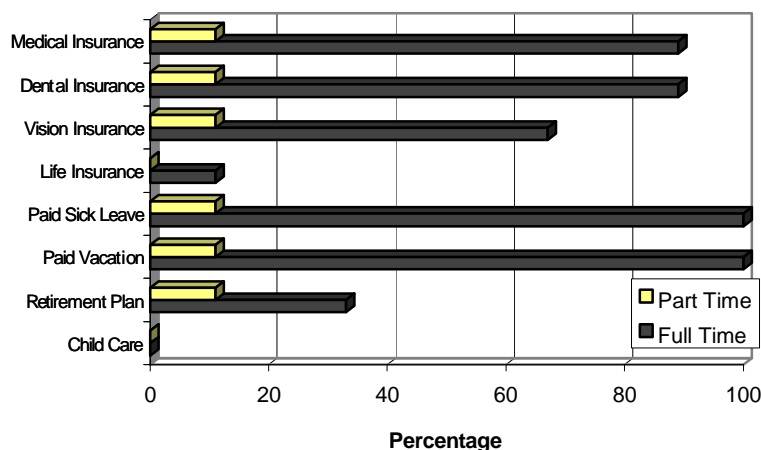
### Potential Earnings and Benefits

♦ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience	\$12.50 to \$12.50	\$12.50
New, experienced	\$10.00 to \$20.25	\$14.50
3 years with firm	\$13.50 to \$27.50	\$20.25

Note: Entry level wages for inexperienced and experienced workers being in that range can be attributed that particular firm surveyed pays the same wage for either level.

Unionization is negligible for this occupation.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



### Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that ability to write, edit, and debug computer program for business, problem solving skills, knowledge of machine language, ability to use assembly language, ability to apply database management, and knowledge of mainframe hardware and operating systems are essential. Knowledge of telecommunications, Windows programs, AutoCad, as well as staying abreast of new programs/languages are also important.

- ♦ **Computer Software Skills Sought:** All employers want their employees in this occupation to be proficient in word processing. Almost all want their employees to have knowledge of spreadsheet, database and all new programs/languages such as Windows, terminals and network communication.

### Work Patterns and Recruitment

- ♦ **Hours:** Almost all firms surveyed reported that employees worked full time, averaging 40 hours per week.
- ♦ **Recruitment Methods:** The most frequently used methods in recruiting new employees by most employers include newspaper advertisements and via the Internet. Others methods include referrals and trade magazines.

### Other

- ♦ **Related Dot Code and Title:**

020.162-014	Business Programmer
020.167-018	Chief, Business Programmer
020.167-022	Engineering/Science Programmer
020.187-010	Information Systems Programmer
020.262-010	Software Technician
030.162-010	Computer Programmer
030.167-010	Chief Computer Programmer

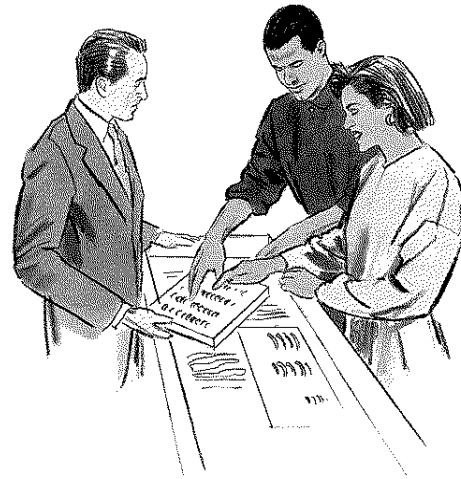
- ♦ **Employment Industries in Madera County:**

<i>SIC</i>	<i>Description</i>	<i>Ind. % of Occupation in 2001</i>
7372	Prepackaged Software	69%
8211	Elementary and Secondary Schools	9%
8748	Business Consulting	9%
7371	Computer Programming Services	6%
	Others	7%

- ♦ **Gender:** 37% of the sample are Female and 63% are Male.

# COUNTER AND RENTAL CLERKS

*OES 490170*

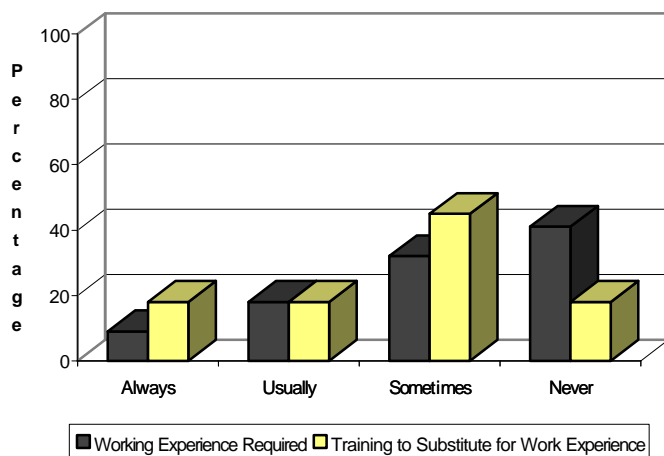


Counter and rental clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

Alternate Job Titles: Front Counter Crew, Clerks, Cashier, and Receptionist.

**Education:** Most employers surveyed reported that most of their recent hires had a high school diploma or equivalent. Some reported that most of their recent hires had some college but no degree.

**Experience:** The chart below reflects whether employers do or do not require previous work experience and will accept training as substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.

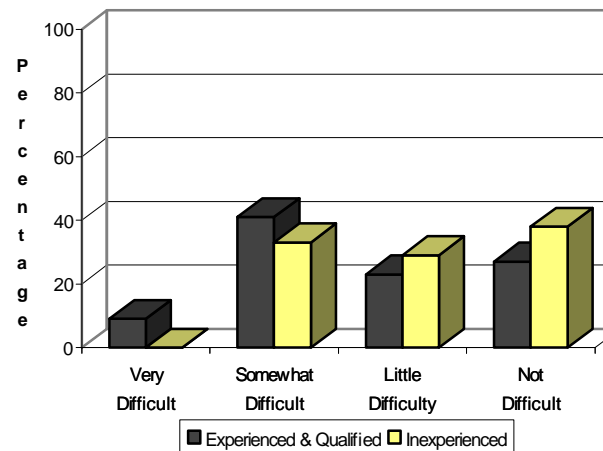


### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Retail Sales and Cashier. These employers tend to hire applicants with an average of 6 months of experience. Firms with particular product knowledge required more length of experience.
- ♦ **Required Training or Certification:** This occupation is primarily entry level and on-the-job training is one of the elements for this employment. However, specialty field such as Real State Agent, required a license.
- ♦ **Training Sources:** Within most companies surveyed, counter and rental clerks are trained on the job. There is no formal training for this occupation.

- ♦ **Promotional Opportunities:** Half the firms surveyed reported that they do promote their personnel to higher level positions such as Manager.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indicators

- ♦ **Projections:** 1996 Size: 97 - Large  
7 Years: 52 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 4.7%, which is growing faster than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Employers reported that approximately 30% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

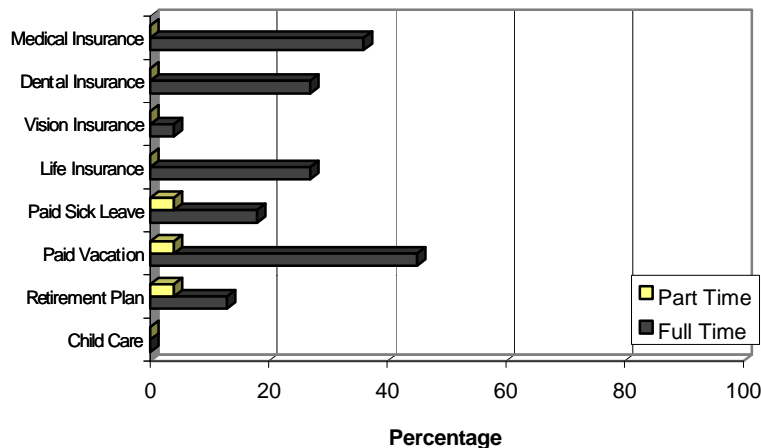
### Potential Earnings and Benefits

- ♦ **Wages:** Range Median

New, no experience	\$4.25 to \$ 7.00	\$5.00
New, experienced	\$4.25 to \$ 8.00	\$5.50
3 years with firm	\$4.25 to \$10.50	\$7.00

Unionization is negligible for this occupation.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



#### Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that customer service skills, cash handling skills, knowledge of inventory techniques, product knowledge, and knowledge of sales technique, are essential. Ability to use a computer terminal, record keeping skills, as well as ability to operate a standard & computerized cash register are also important.

- ♦ **Computer Software Skills Sought:** Employers want their employees in this occupation to be proficient in word processing and database computer programs. Some employers want their employees to have computer literacy.

#### Work Patterns & Recruitment

- ♦ **Hours:** Most firms surveyed reported that employees worked part time, averaging 24 hours per week. Many worked full time, averaging 41 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by most employers include employees' referrals and via newspaper advertisements. Many hired unsolicited applicants.

#### Other

- ♦ **Related Dot Code and Title:**

249.362-010	Counter Clerk
295.357-010	Apparel Rental Clerk
295.367-026	Storage Facility Rental Clerk
295.467-026	Automobile Rental Clerk
295.357-014	Total & Equip. Rental Clerk

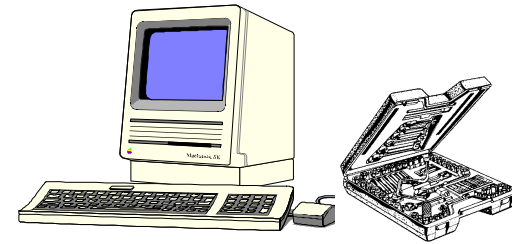
- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
5311	Department Stores	32%
7841	Video Tape Rental	19%
7999	Amusement and Recreation	14%
	Others	35%

- ♦ **Gender:** 64% of the sample are Female and 36% are Male.

# DATA PROCESSING EQUIPMENT REPAIRERS

*OES 857050*



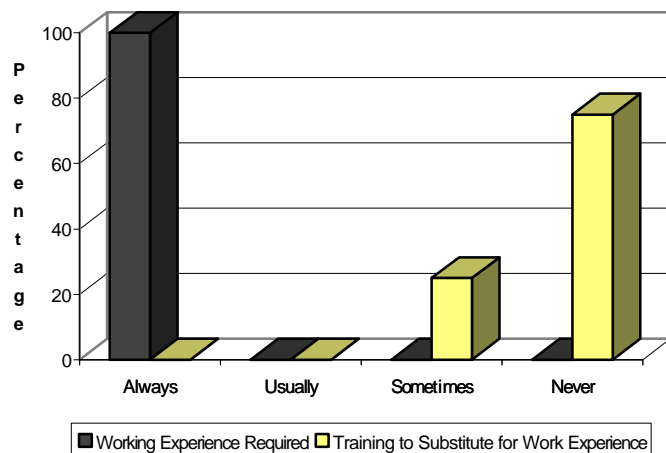
Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Does not include Non-Data Processing Repairers.



**Alternate Job Titles:** Repairers have numerous job titles, which often refer to the kind of equipment they work with. In this occupation Computer Repairer was the unanimous title.

**Education:** Most recent hires have a bachelor degree. Some recent hires have an associate degree.

**Experience:** The chart below reflects whether employers do or do not require previous work experience and will accept training as substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



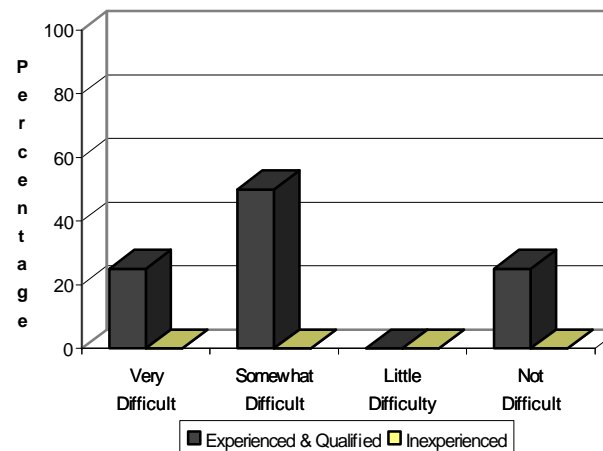
#### Work Experience, Training, and Advancements

- ◆ **Required Related Work Experience:** The most common previous job title related to this occupation included Computer Repairer. These employers tend to hire applicants with an average range of 24 to 78 months of experience. Larger firms required the most length of experience.
- ◆ **Required Training or Certification:** Within the firms surveyed no formal training or certification was required.
- ◆ **Training Sources:** Formal training is offered by public post secondary vocational-technical schools, private vocational schools and technical institutes, junior and community colleges, and some high schools and correspondence schools. Programs take 1 to 2 years. The military services also offer formal

training and work experience. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

- ◆ **Certification:** The International Society of Certified Electronics Technicians and the Electronics Technicians Association each administered as a voluntary certification program. In both, an electronics repairer with 4 years of experience can become a Certified Electronics Technician. Certification, which is by examination, is offered in computer equipment. An Associate Level test, covering basic electronics, is offered for students or repairers with less than 4 years of experience.
- ◆ **Promotional Opportunities:** All employers reported that they do not promote personnel from this occupation to higher level positions.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



#### EDD Employment Indicators

- ◆ **Projections:** 1996 Size: 6 - Small  
7 Years: 3 Job Openings
- ◆ **Growth:** The annual growth for this occupation is 5.7%, which is growing much faster than the average projected annual growth rate of 4% for all occupations in Madera County.

- ♦ **Turnover:** Within the firms surveyed no turnover was reported.

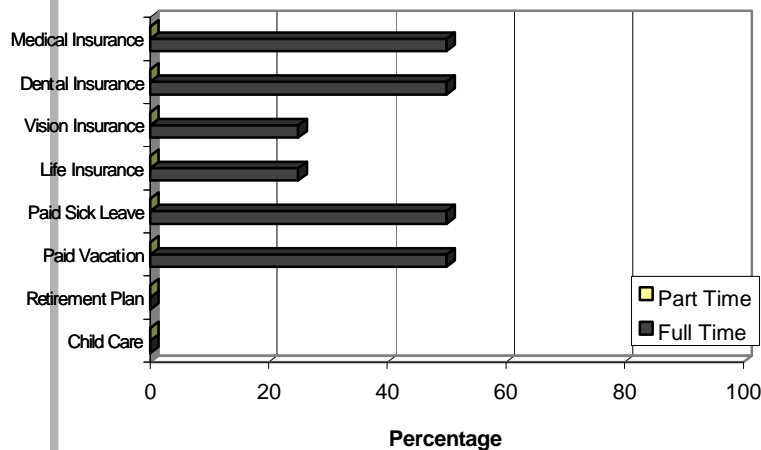
#### Potential earnings and Benefits

♦ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience	\$12.75 to \$12.75	\$12.75
New, experienced	\$ 7.00 to \$12.75	\$ 9.25
3 years with firm	\$10.00 to \$20.75	\$15.92

Note: Wages being higher for inexperienced than experienced can be attributed to one firm surveyed that pays the same wage for either level.

Unionization is negligible for this occupation.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed



#### Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that knowledge of microcomputer hardware and operating systems, knowledge of electronic circuitry, ability to operate electronic testing equipment, ability to operate peripheral equipment,

and possession of methodical troubleshooting skills are essential. Knowledge of EDP systems engineering, reliable transportation, public contact skills, and willingness to work with close supervision are also important. Other qualifications may include ability to perform basic math computations, ability to read and follow instructions, and ability to continuous updating of skills to keep current with new technology.

- ♦ **Computer Software Skills Sought:** All employers want their employees in this occupation to be proficient in word processing, database programs, desktop publishing, as well as spreadsheet, and diverse computer programs and software.

#### Work Patterns and Recruitment

- ♦ **Hours:** All firms surveyed reported that employees worked full time, averaging 40 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by most employers include via newspaper advertisements. Many hired applicants through Trade Magazines and via the Internet.

#### Other

- ♦ **Related Dot Code and Title:**  
633.261-010 Assembly Technician  
828.261-014 Field Service Trainer

- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
7372	Prepackaged Software	57%
4813	Telephone Communications	29%
5734	Computer and Software Stores	14%

- ♦ **Gender:** 100% of the sample are Male.

# FARM EQUIPMENT MECHANICS

OES 853210

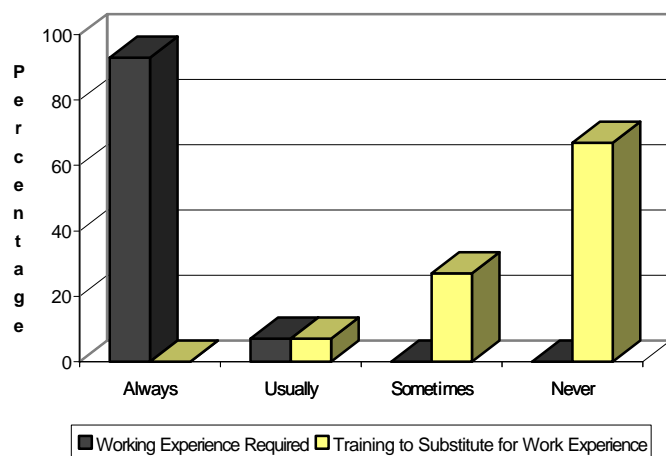


Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Does not include Bus and Truck Mechanics and Diesel Engine Specialists.

Alternate Job Title: Mechanic.

**Education:** All employers surveyed reported that most of their recent hires had a high school diploma or equivalent.

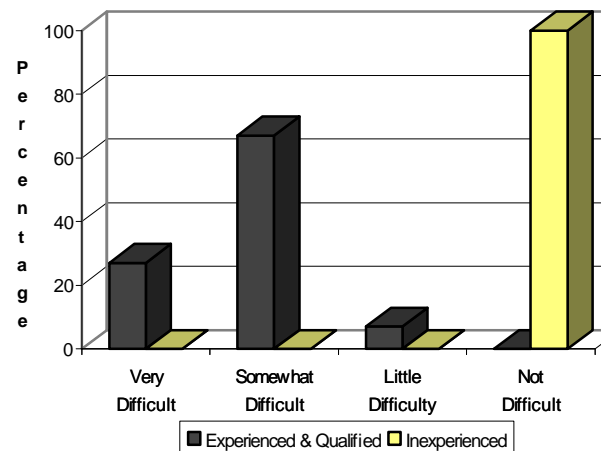
**Experience:** The chart below reflects whether employers do or do not require previous work experience and will accept training as substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Farm Mechanic, and Mechanic. These employers tend to hire applicants with an average of 36 months of experience.
- ♦ **Required Training or Certification:** Employers surveyed preferred to hire trainee farm equipment mechanics who have completed a 1-or 2-year training/apprenticeship program at a vocational, technical, community, or junior college.

- ♦ **Training Sources:** The length of training varies with the helper's aptitude and prior experience. At least 2 years of on-the-job training usually are necessary before a mechanic can efficiently do the more routine types of repair work, and additional training and experience are required for highly specialized repair and overhaul jobs.
- ♦ **Promotional Opportunities:** Almost all employers reported that they do not promote personnel from this occupation to higher level positions.
- ♦ **Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indicators

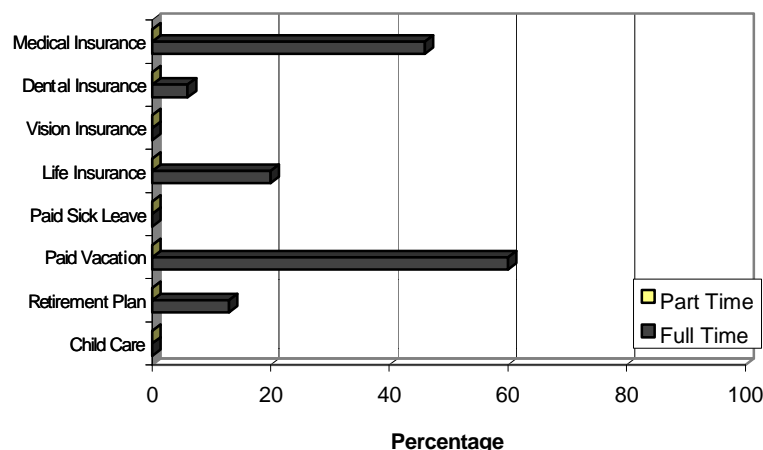
- ♦ **Projections:** 1996 Size: 47 - Small  
7 Years: 5 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 4.3%, which is growing faster than the average projected annual growth rate of 4% for all occupations in Madera County.

- ♦ **Turnover:** Within the firms surveyed no turnover was reported.

## Potential Earnings and Benefits

♦ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience	\$4.50 to \$ 7.00	\$ 5.75
New, experienced	\$5.00 to \$12.00	\$ 8.75
3 years with firm	\$6.50 to \$16.00	\$12.00

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



*Other Full-Time Benefit Listed: Paid Holidays*

## Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that ability to use hand tools, ability to

implement safe work practices, ability to use service manuals, ability to repair diesel engines, and knowledge of hydraulics are essential. Ability to operate electric testing equipment, ability to operate precision measuring instruments, ability to use hand tools, as well as possession of mechanical aptitude, basic and shop math skills are also important. Other qualifications may include ability to lift at least 75 lbs. repeatedly, ability to read and follow instructions, and ability to write legibly.

- ♦ **Computer Software Skills Sought:** None were reported.

## Work Patterns and Recruitment

- ♦ **Hours:** All firms surveyed reported that employees worked full time, averaging 41 hours per week.
- ♦ **Recruitment Methods:** The most frequently used methods in recruiting new employees by most employers include hiring unsolicited applicants and via newspaper advertisements. Some employers use word of mouth, employees' referrals, and Employment Development Department.

## Other

- ♦ **Related Dot Code and Title:**

624.281-010	Farm Equipment - Mechanic 1
624.281-014	Farm Equipment - Mechanic Apprentice
629.281-018	Dairy Equipment Repair

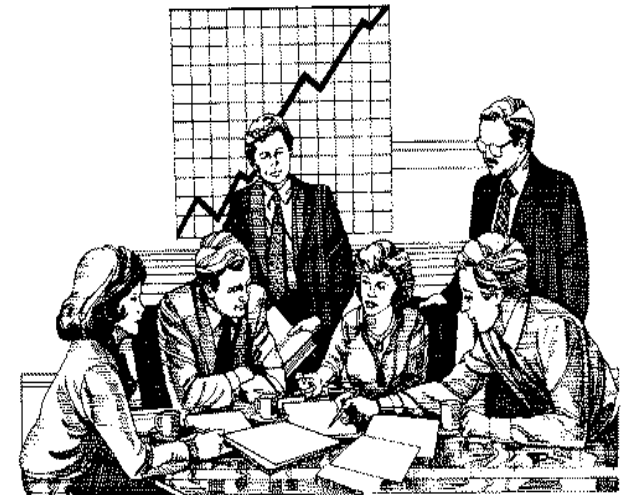
- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
5083	Farm and Garden Machinery	92%
5084	Industrial Machinery and Equipment	8%

- ♦ **Gender:** 100% of the sample are Male.

# FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS SALES AND RELATED OCCUPATIONS

OES 410020

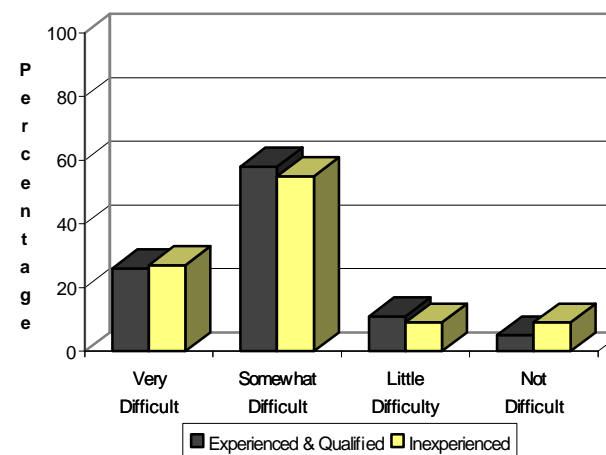
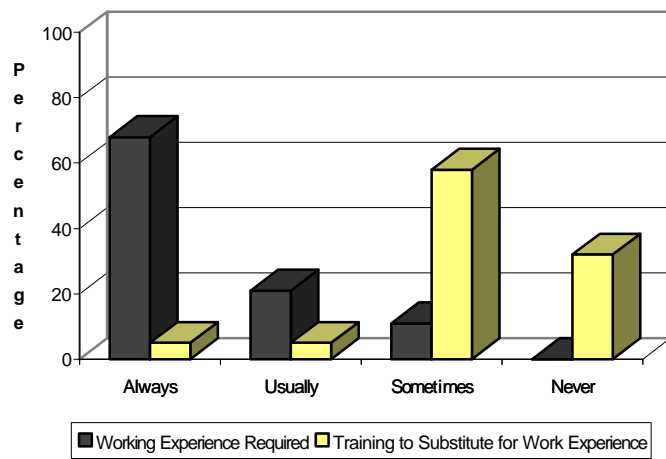


First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting accounting, marketing, and personnel work.

Alternate Job Titles: Senior Clerk, Manager, Sales Supervisor, Sales Manager, Sales Dept. Manager, and Manager.

Education: Many employers surveyed reported that most of their recent hires had a high school diploma or equivalent. Some employers reported that most of their recent hires had a bachelors degree, and some reported that most of their recent hires had some college but no degree.

Experience: The chart below reflects whether employers do or do not require previous work experience and will accept training as substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



## Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** Related work experience diversify broadly, depending upon position and industry. The most common previous job title related to this occupation included Sales. These employers tend to hire applicants with an average of 24 months of experience. Experience varies widely depending upon industry.
- ♦ **Required Training or Certification:** Employers reported a wide variety of required training from vocational schooling to a bachelor degree. Specialized firms required a degree in related field, such as agriculture.
- ♦ **Training Sources:** This occupation is used in a wide variety of industries involving Sales. Employers may offer continuing education to employees in this occupation through company or vendor-sponsored seminars and college courses, or sales training.
- ♦ **Promotional Opportunities:** Most employers reported that they do not promote personnel from this occupation to higher level positions.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.

## EDD Employment Indicators

- ♦ **Projections:** 1996 Size: 334 - Very Large  
7 Years: 103 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 2.7%, which is growing slower than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Employers reported that approximately 7% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

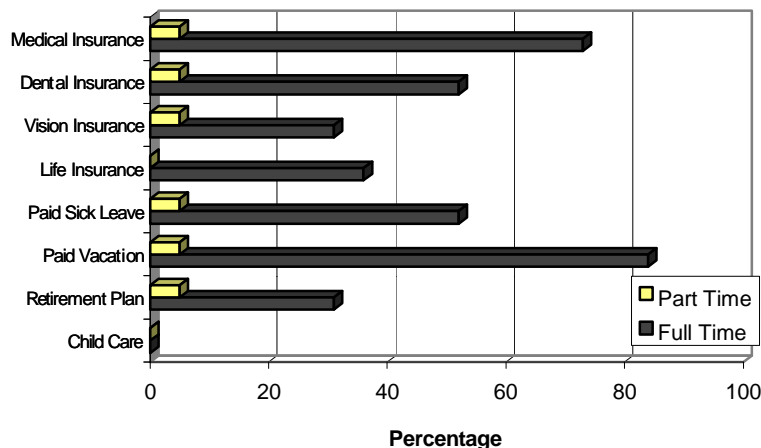
## Potential Earnings and Benefits

Wages:	Range	Median
New, no experience	\$4.25 to \$14.25	\$ 7.67
New, experienced	\$4.25 to \$19.25	\$11.80
3 years with firm	\$8.00 to \$21.50	\$16.15

NOTE: Wages in some firms is simply base pay. The supplemental salary is based on commissions in the range of 10% to 25% of the total sales.

Unionization is negligible for this occupation.

**Benefits:** The percentages reflect the results within the companies surveyed.



♦ **Related Dot Code and Title:**

185.167-018	Distribution Warehouse Manager
185.167-046	Retail Store Manager
186.167-034	Insurance Office Manager
187.167-138	Sales Manager
299.137-010	Department Manager

♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
5411	Grocery Stores	23%
5311	Department Stores	15%
	Others	62%

- ♦ **Gender:** 29% of the sample are Female and 71% are Male.

**Important Qualifications and Skills**

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that ability to plan and organize the work of others, ability to manage an activity or department, knowledge of business math, knowledge of sales technique, and verbal presentation skills are essential. Customer service skills, supervision skills, ability to motivate others, as well as public contact skills, report writing skills, and ability to maintain financial records are also essential. Other qualifications may include ability to hire/assign personnel, ability to work under pressure, and ability to write effectively.
- ♦ **Computer Software Skills Sought:** Almost all employers want their employees in this occupation to be proficient in word processing. Many employers want their employees to have computer literacy.

**Work Patterns and Benefits**

- ♦ **Hours:** All firms surveyed reported that employees worked full time, averaging 42 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by most employers include via newspaper advertisements.

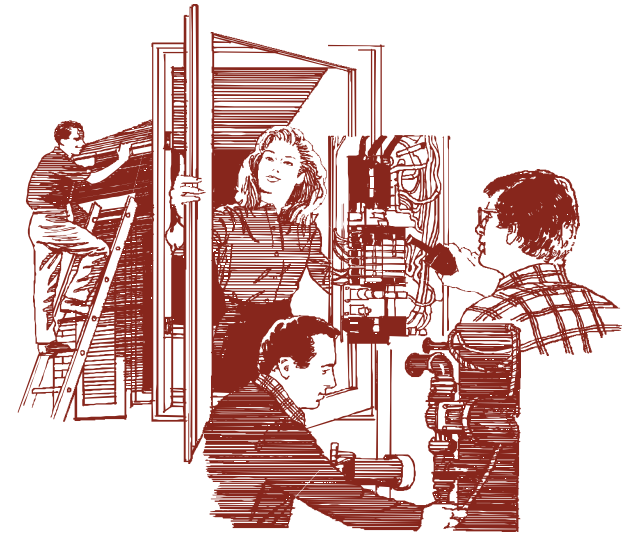
**Other**



# FIRST LINE SUPERVISORS/ MANAGERS OF MECHANICS, INSTALLERS, AND REPAIRERS

**OES 810020**

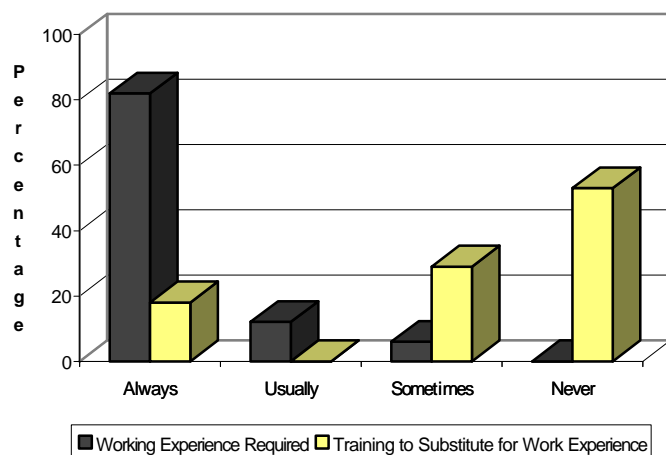
First Line Supervisors and Managers/Supervisors directly supervise and coordinate the activities of mechanics, repairers and installers. They may also supervise helpers assigned to these workers. Managers/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Managers/Supervisors may also engage, in part, in the same repair work as the workers they supervise. The occupation excludes work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision.



**Alternate Job Titles:** Manager, Supervisor, Automotive Shop Supervisor, and Mechanic.

**Education:** Most employers surveyed reported that most of their recent hires had a high school diploma or equivalent. Some reported that most of their recent hires had some college but no degree. A few reported that most of their recent hires had a bachelors degree.

**Experience:** The chart below reflects whether employers do or do not require previous work experience and will accept training as substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.

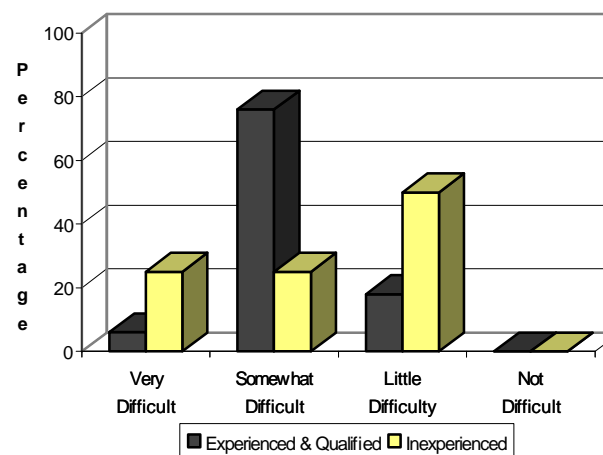


### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Mechanic, Maintenance Mechanic, and Supervisor. These employers tend to hire applicants with an average of 34 months of experience. Firms with particular product knowledge and government agencies required more length of experience.
- ♦ **Required Training or Certification:** Employers surveyed preferred to hire applicants with an associate degree in auto technology and A/C certification issued by Automotive Service Excellence (ASE).

- ♦ **Training Sources:** Training can be obtained through public secondary schools, two-year technical and community colleges, four-year colleges and universities, proprietary business and technical schools, and apprenticeship programs.
- ♦ **Promotional Opportunities:** Almost all employers reported that they do not promote personnel from this occupation to higher level position.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indicators

- ♦ **Projections:** 1996 Size: 90 - Large  
7 Years: 25 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 2%, which is growing slower than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Within the firms surveyed no turnover was reported.

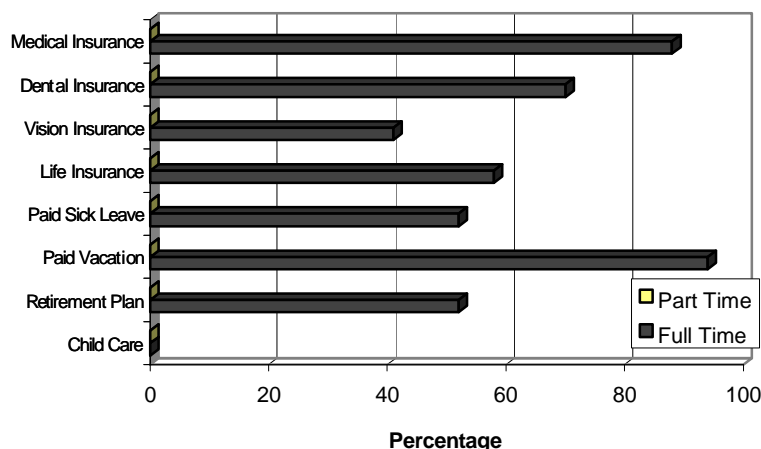
### Potential Earnings and Benefits

♦ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience	\$5.25 to \$13.75	\$ 8.63
New, experienced	\$5.25 to \$20.75	\$10.00
3 years with firm	\$5.75 to \$23.75	\$15.00

Note: Wage being in the low range for all levels can be attributed that the wages we list are not differentiated by industry.

Unionization is negligible for this occupation.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



Other Full Time Benefit Listed: 401K pension plan.

### Important Qualifications and skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that ability to perform performance appraisals, knowledge of the technical aspects of subordinates' duties, ability to follow safe equipment operating practices, business math skills, ability to

maintain shop and service records, and office management skills are essential. Ability to manage unexpected situations or circumstances, ability to set work priorities, problem solving skills, as well as ability to work under pressure, ability to motivate others, oral communications skills are also important.

- ♦ **Computer Software Skills Sought:** Almost all employers want their employees to be proficient in word processing and database programs. Many employers indicated the need for spreadsheet knowledge.

### Work Patterns & Recruitment

- ♦ **Hours:** All firms surveyed reported that employees worked full time, averaging 40 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by most employers include via newspaper advertisements. Many used in-house promotion or transfer.

### Other

- ♦ **Related Dot Code and Title:**

184.167-050	Maintenance Supervisor
185.164-010	Service Manager
187.167-142	Service Department Manager

- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
2084	Wines, Brandy, and Brandy Spirits	8%
3296	Mineral Wool	8%
5511	New and Used Car Dealers	8%
9030	Local Government	8%
5531	Auto and Home Supply Stores	7%
	Others	61%

- ♦ **Gender:** 7% of the sample are Female and 93% are Male.

# GUARDS AND WATCH GUARDS

*OES 630470*



Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic and from buildings and guards.

This occupation is being treated as a special survey because the number of employing organizations was found to be too small to be treated as a full survey occupation. The information provided below was gathered from employers as well as others agencies familiar with the occupation and its trends. These organizations provide security services on contract, assigning their guards to building and other sites as needed. By reason of engaging the services of a security guard firm is easier and less costly than assuming direct responsibility for hiring, training, and managing a security guard force, job growth is expected to be concentrated among contract security guard agencies. However, once the data was collected and analyzed, it appeared that there was enough information and consistency to prepare this report using data gathered. Nevertheless, it must be pointed out that the information presented is based on exploratory research and should not be considered statistically absolute.

**Education:** 12 out of 16 employers surveyed reported that the educational level of recent hires during the last 12 months have completed high school or equivalent. 4 out of 16 employers surveyed reported that recent hires had less than a high school diploma.

**Experience:** The chart below reflects whether employers do or not require previous work experience and will accept training as a substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



## Work Experience, Training, and Advancements

- **Required Related Work Experience:** The most common previous job titles related to this occupation were Security and Watch Guards.

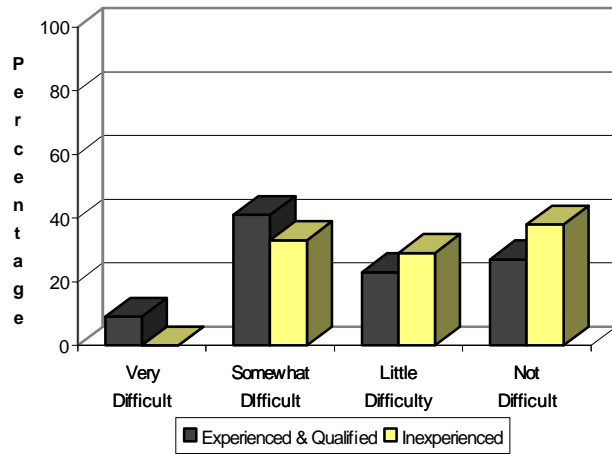
### ♦ Required Training or Certification: Related Work Experience

### Required Training or Certification

### Training:

### Promotional Opportunities

### Employer Supply & Demand Assessment



## Gender:

### Projections:

In the case of this occupation, therefore, the size and growth forecasts may overestimate the actual number of individuals within this occupation and thus the number of employment.

1996 Size: 134 - Large  
7 Years: 43 Job Openings

**Growth:** The annual growth for this occupation is 2.7%, which is growing slower than the average projected annual growth rate of 4% for all occupations in Madera County.

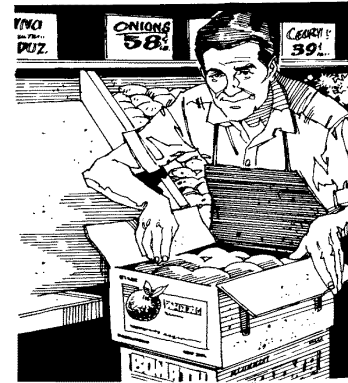
**Turnover:** Employers reported that approximately 30% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

Wages:	Range	Median
New, no experience	\$	\$5.00
New, experienced	\$	\$5.50
3 years		

# HAND PACKERS AND PACKAGERS

*OES 989020*

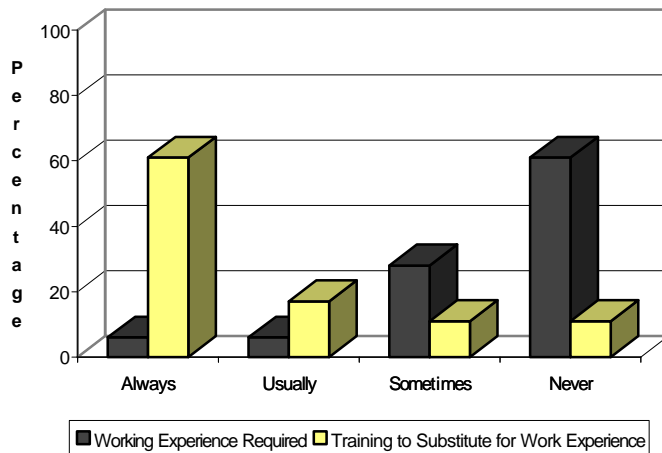
Hand Packers and Packers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.



Alternate Job Titles: Production Worker and Fast Food Workers.

**Education:** Most employers surveyed reported that most of their recent hires had a high school diploma. Many reported that most of their recent hires had less than a high school education.

**Experience:** The chart below reflects whether employers do or do not require previous work experience and will accept training as substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.

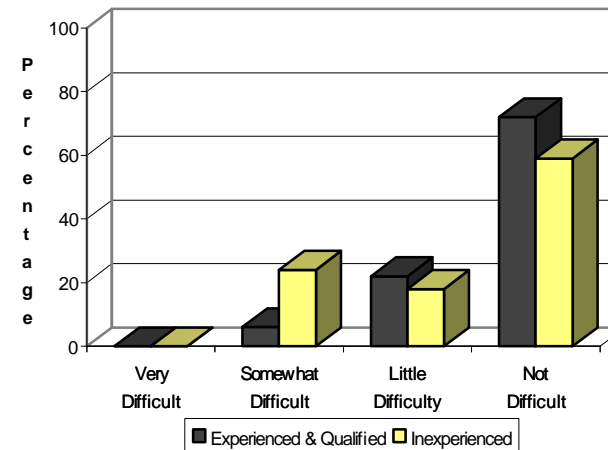


### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Packer and Sorter. This occupation's requirements are limited on formal education and experience due to primarily entry level and on-the-job training is one of the elements for this employment. These employers who required related work experience, tend to hire applicants with an average of 8 months of experience.
- ♦ **Required Training or Certification:** This occupation is primarily entry level and on-the-job training is one of the elements for this employment.
- ♦ **Training Sources:** There is no formal or vocational training for this occupation.

- ♦ **Promotional Opportunities:** Most employers reported that they promote their personnel into higher level positions such as Crew Leader, Line Person, Supervisor, Assistant Manager and Cashier.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indicators

- ♦ **Projections:** 1996 Size: 290 - Very Large  
7 Years: 95 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 2.1%, which is growing slower than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Employers reported that approximately 3% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

### Potential Earnings and Wages

- ♦ **Wages:**

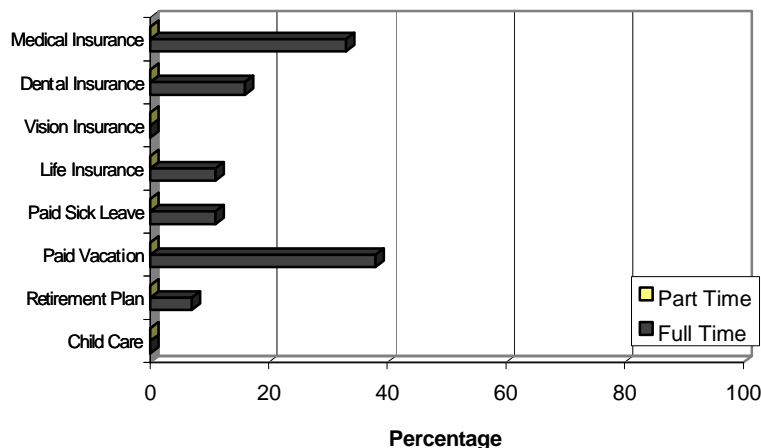
Range	Median



New, no experience	\$4.25 to \$ 8.00	\$4.75
New, experienced	\$4.25 to \$ 8.00	\$5.00
3 years with firm	\$4.25 to \$11.00	\$5.63

Unionization is negligible for this occupation.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



#### Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that good eye-hand coordination, ability to use hands, arms, and fingers, possession of good color perception, basic math skills, and ability to lift 50lbs. repeatedly are essential. Knowledge of packing and wrapping procedures/materials, knowledge of shipping and labeling procedures, as well as ability to follow safety procedures, ability to learn from on-the-job training, and ability to work with close supervision are also important.

Other qualifications may include ability to perform accurate work, ability to interact well with others, and ability to write legibly.

- ♦ **Computer Software Skills Sought:** None were reported.

#### Work Patterns and Recruitment

- ♦ **Hours:** Almost all firms surveyed reported that employees worked on seasonal basis, averaging 45 hours per week. Some worked full time, averaging 41 hours per week, as well as part time, averaging 22 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by almost all employers include hired unsolicited applicants. Most employers used employees' referrals. Some employers used newspaper advertisements, Private Industry Council, and Employment Development Department.

#### Other

- ♦ **Related Dot Code and Title:**

737.687-090	Floor Worker
920.687-110	Line-out Worker 1
920.687-114	Line-out Worker 2
920.687-122	Machine Pack Assembler
920.687-146	Re-Pack Room Worker

- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
3221	Glass Containers	36%
2084	Wines, Brandy, and Brandy Spirit	24%
5411	Grocery Stores	21%
2041	Flour and Other Grain Mill Products	9%
	Others	10%

- ♦ **Gender:** 72% of the sample are Female and 28% are Male.

# HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

*OES 859020*

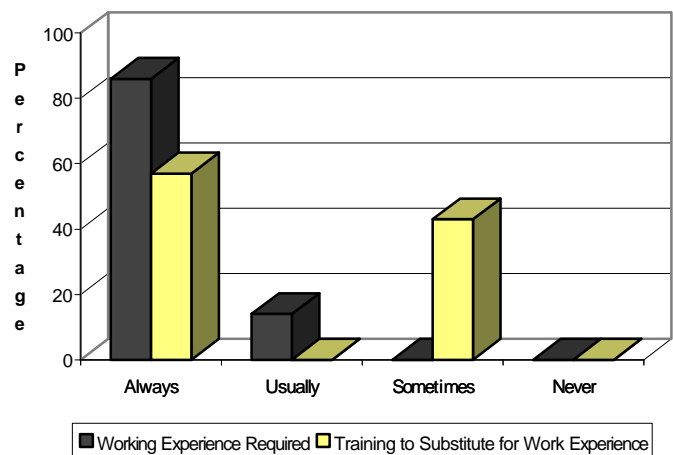


Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. The duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

Alternate Job Titles: Mechanic Repairer and Sheet Metal Technician.

**Education:** All of the employers surveyed reported that most of their recent hires had a high school diploma or equivalent.

**Experience:** The chart below reflects whether employers do or do not require previous work experience and will accept training as substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



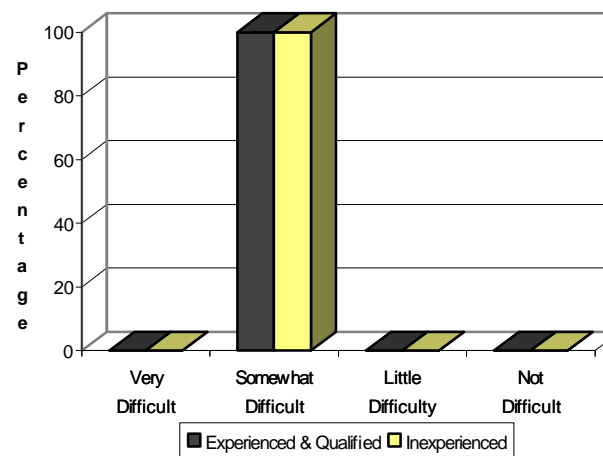
### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Air Conditioning and Heating, and Repairer. These employers tend to hire applicants with an average of 26 months of experience.
- ♦ **Required Training or Certification:** Employers required Air Conditioning/Refrigeration Certificate.
- ♦ **Training Sources:** Many secondary and post-secondary technical and trade schools, junior and community colleges, and the Armed Forces offer 1- to 2-year programs. Apprenticeship programs are frequently run by joint committees representing local chapters of the Air-Conditioning Contractors of America, the Mechanical Contractors Association of America, the National

Association of Plumbing, Heating, and Cooling Contractors, and locals of the Sheet Metal Workers' International Association or the United Association or the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States. These programs generally last 4 or 5 years and combine on-the-job training with 144 hours of classroom instruction each year in related subjects. Applicants for these programs must have a high school diploma or its equivalent. Refer to the Training Directory in this report for a list of service providers who offer training related programs.

- ♦ **Promotional Opportunities:** All employers reported that they do not promote personnel from this occupation to higher level positions.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



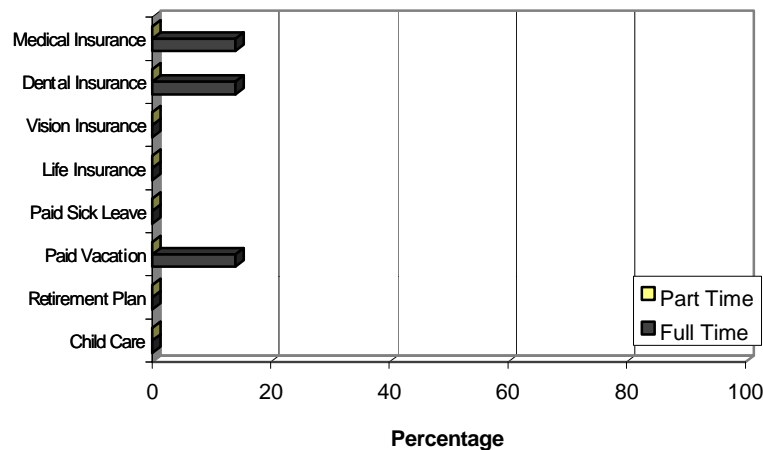
### EDD Employment Indicators

- ♦ **Projections:** 1996 Size: 32 - Small  
7 Years: 16 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 5.4%, which is growing faster than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Within the firms surveyed no turnover was reported.

## Potential Earnings and Benefits

♦ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience	\$ 5.00 to \$ 7.50	\$ 7.50
New, experienced	\$ 7.00 to \$ 8.50	\$ 8.25
3 years with firm	\$10.00 to \$15.50	\$12.00

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



## Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that possess valid driver's license, possess good DMV driving record, ability to read blue prints, problem solving skills, soldering skills, and pipefitting skills are essential. Ability to perform basic

mathematical computations, oral communication skills, and ability to read and follow instructions are also important.

- ♦ **Computer Software Skills Sought:** None were reported.

## Work Patterns & Recruitment

- ♦ **Hours:** Many firms surveyed reported that employees worked part time, averaging 26 hours per week, as well as full time, averaging 40 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by all employers include via newspaper advertisements. Some used private school referrals, Private Industry Council, and Employment Development.

## Other

- ♦ **Related Dot Code and Title:**

637.261-014	Heating & AC Installer/Service
637.261-030	Solar Energy/System Installer
637.381-010	Evaporative Cooler Installer
827.361-014	Refrigeration Mechanic
869.281-010	Furnace Installer & Repairer

- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
1761	Roofing, Siding, And Sheet Metal	38%
1711	Plumbing, Heating, Air-conditioning	35%
2084	Wines, Brandy, And Brandy Spirits	13%
7623	Refrigeration Service and Repair	13%
	Others	11%

- ♦ **Gender:** 100% of the sample are Male.

# JANITOR AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

*OES 670050*

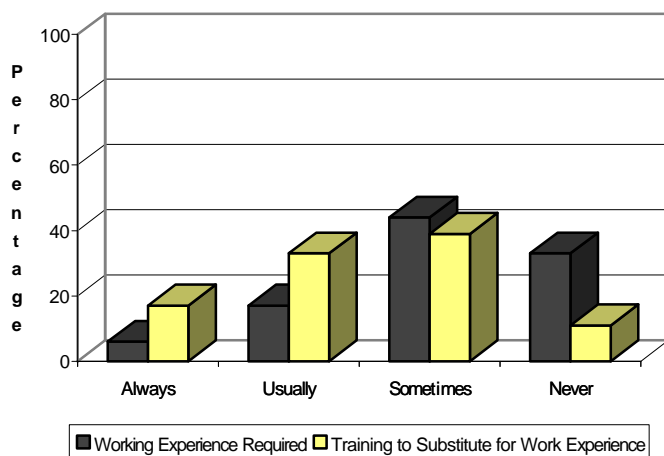


Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

Alternate Job Titles: Housekeeper, Maintenance Helper, and Custodian.

**Education:** Almost all of the employers surveyed reported that most of their recent hires had a high school diploma or equivalent. Some reported that most of their recent hires had less than a high school education.

**Experience:** The chart below reflects whether employers do or do not require previous work experience and will accept training as substitute for such experience. The percentage reflects whether employers surveyed tend to require prior experience/training or not.

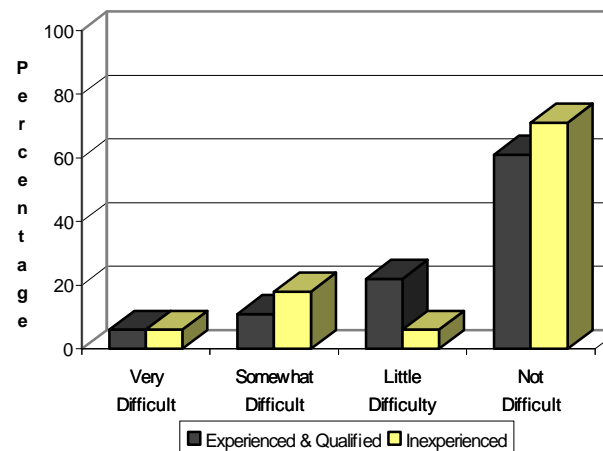


### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Janitor, Housekeeper, and Maintenance. These employers tend to hire applicants with an average of 9 months of experience.
- ♦ **Required Training or Certification:** This occupation is primarily entry level and on-the-job training is one of the elements for this employment. Therefore, no classroom vocational training was required.
- ♦ **Training Options :** No special education is required for this occupation. Usually, beginners work with an experienced cleaner, doing routine cleaning. They are given more complicated work as they gain experience.

- ♦ **Promotional Opportunities:** Half of the employers surveyed reported that they do promote their personnel into higher level positions such as Checker, Housekeeper II, and Maintenance Supervisor.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indicators

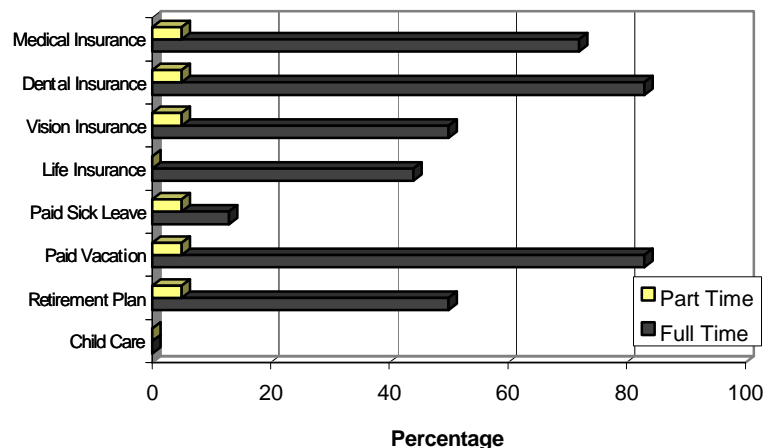
- ♦ **Projections:** 1996 Size: 351 - Very Large  
7 Years: 127 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 3.3%, which is growing slower than average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Employers reported that approximately 7% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

### Potential Earnings and Benefits

♦ <b>Union Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience:	\$6.25 to \$ 9.50	\$ 7.48
New, experienced	\$6.25 to \$10.50	\$ 7.48
3 years with firm	\$9.00 to \$12.75	\$10.48

♦ <b>Non-Union Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience:	\$4.25 to \$ 7.50	\$5.43
New, experienced	\$4.25 to \$ 8.00	\$6.25
3 years with firm	\$5.00 to \$ 8.50	\$6.89

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



#### Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that understanding of cleaning compounds and solutions, ability to work independently, ability to read and follow instructions, ability to use floor polishing equipment, ability to shampoo carpets, and window washing skills are essential. Possess valid driver's license, ability

to lift at least 100 lbs., minor carpentry skills, and ability to perform basic mathematical computations are also important. Other qualifications may include possession of mechanical aptitude, ability to write legibly, and minor painting skills.

- ♦ **Computer Software Skills Sought:** A few employers surveyed expect their employees in this occupation to be proficient in word processing.

#### Work Patterns and Recruitment

- ♦ **Hours:** Most firms surveyed reported that employees worked full time, averaging 40 hours per week. Some worked on temporary/on call basis, averaging 30 hours per week, as well as part time, averaging 21 hours per week.
- ♦ **Recruitment Methods:** The most frequently used methods in recruiting new employees by many employers include via newspaper advertisements and employees' referrals. Some hired unsolicited applicants, used in-house promotion or transfer, and Employment Development Department.

#### Other

- ♦ **Related Dot Code and Title:**

381.687-014	Commercial/Institutional Cleaner
381.687-018	Industrial Cleaner
382.664-010	Janitor
389.683-010	Industrial Sweeper-Cleaner
891.687-018	Project Crew Worker

- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
8211	Elementary and Secondary Schools	36%
7349	Building Maintenance Services	14%
	Others	50%

- ♦ **Gender:** 39% of the sample are Female and 61% are Male.

# MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

*OES 130110*

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

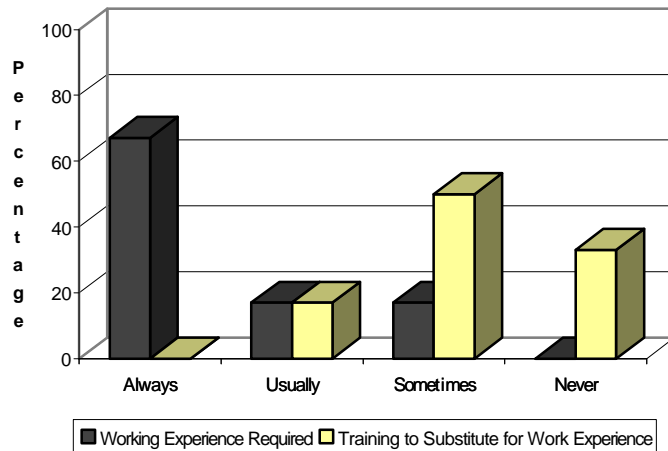




**Alternate Job Titles:** Public Relations, Sales Manager, Marketing Manager, and Community Relations Manager.

**Education:** Although educational requirements for a manager in a public relations firm will be different from that for a manager in an advertising firm, most of the employers surveyed reported that most of their recent hires had a bachelors degree. Some reported that most of their recent hires had some college but no degree. It should be noted, however, that there was one exception. One firm, which hired the most employees in the last year, reported the most of their recent hires had less than a high school diploma.

**Experience:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards. The percentage reflects whether employers surveyed tend to require prior experience/training or not.

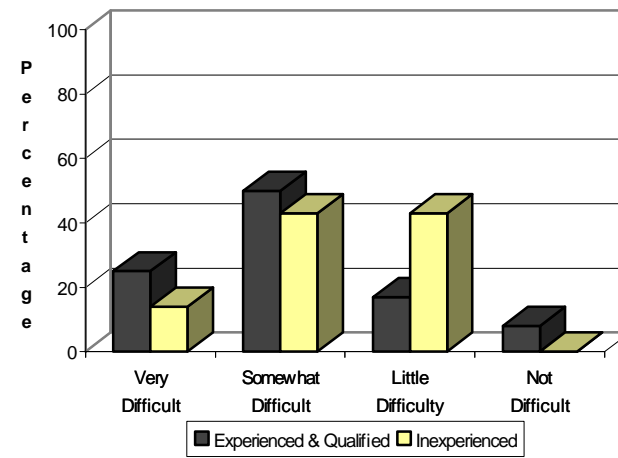


### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Sales Manager, Public Relations, Accountant Representative, Administrator Assistant, Manager Customer Service, and Personnel Manager. These employers tend to hire applicants with an average range of 6 to 66 months of experience. Experience varies widely, depending upon industry. Firms with particular product knowledge required more length of experience.

- ♦ **Required Training or Certification:** Most employers surveyed required bachelor's degree.
- ♦ **Training Sources:** Training can be obtained through public secondary schools, two-year technical and community colleges, and four-year colleges and universities.
- ♦ **Promotional Opportunities:** Most employers reported that they don't promote personnel from this occupation to higher level positions.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indicators

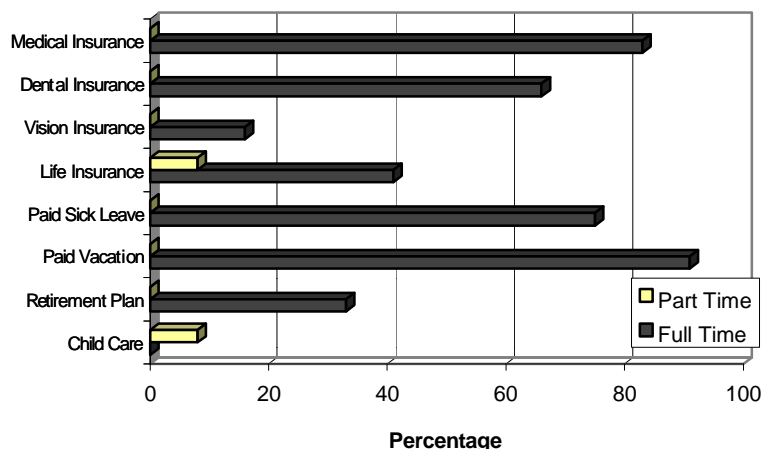
- ♦ **Projections:** 1996 Size: 57 - Medium  
7 Years: 21 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 3.5%, which is growing proportionally with the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Within the firms surveyed no turnover was reported.

### Potential Earnings and Benefits

♦ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience	\$ 4.25 to \$11.50	\$ 7.54
New, experienced	\$ 5.50 to \$24.00	\$11.97
3 years with firm	\$ 11.25 to \$28.75	\$14.75

Note: Wage data in this occupation is difficult to ascertain attributed to the fact that the wages listed here are not differentiated by industry. Consequently, there is a wide difference between the highest and lowest wages reported for this occupation, due to telemarketers being included in this survey.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



Other Full Time Benefit Listed: 401K plan.

## Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that ability to apply marketing techniques, verbal presentation skills, ability to analyze & use market research data, sales skills, supervisory skills, and telephone sales skills are essential. Ability to maintain good business relations, ability to meet deadlines, ability to manage unexpected situations, ability to work under pressure, and imagination and

creativity are also important. Other qualifications may include leadership skills, public contact skills, good oral communication skills, and write legibly.

- ♦ **Computer Software Skills Sought:** Almost all employers want their employees in this occupation to be proficient in word processing. Most employers want their employees to have database programs knowledge.

## Work Patterns & Recruitment

- ♦ **Hours:** Most firms surveyed reported that employees worked full time, averaging 40 hours per week. Some worked part time, averaging 20 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by almost all employers include via newspaper advertisements.

## Other

- ♦ **Related Dot Code and Title:**
  - 164.117-010 Advertising Manager
  - 164.167-010 Account Executive
  - 165.167-014 Public-Relations Representative

- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind.. % of Occupation in 2001
5311	Department Stores	18%
2099	Food Preparations	8%
4813	Telephone Communications	8%
5511	New And Used Car Dealers	8%
7372	Prepackaged Software	6%
5812	Eating Places	6%
	Others	46%

- ♦ **Gender:** 47% of the sample are Female and 53% are Male.

# SECRETARIES, LEGAL

*OES 551020*

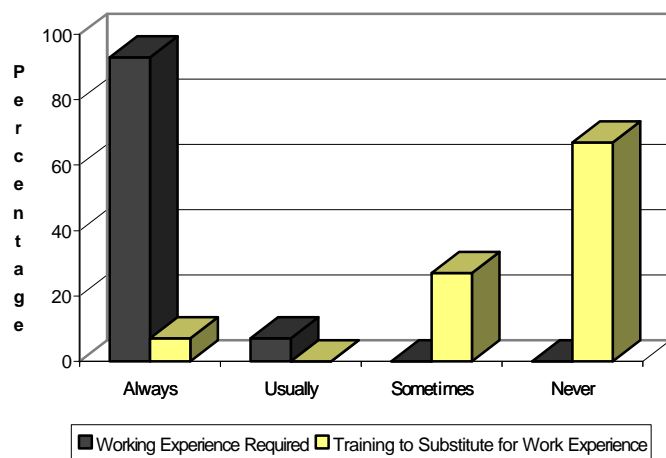


Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

## Alternate Job Titles: Secretary.

**Education:** Most of the employers surveyed reported that most of their recent hires had some college but no degree. Some reported that most of their recent hires had an associate degree.

**Experience:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



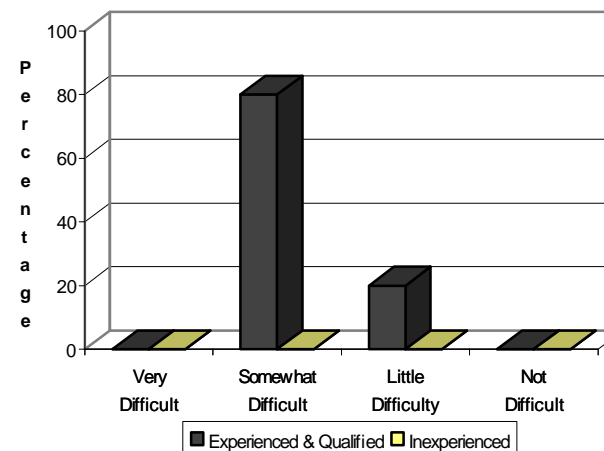
## Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Administrative Secretary, Secretary, and Administrative Assistant. These employers tend to hire applicants with an average of 24 months of experience.
- ♦ **Required Training or Certification:** None was reported by the employers surveyed.
- ♦ **Training Sources:** Secretarial training ranges from high school vocational education programs that teach office practices, shorthand, and keyboarding skills to 1- 2-year programs in secretarial science offered by business schools, vocational-technical institutes, and community colleges.

Certification is obtained by passing a six part exam and meeting the experience requirement. All applicants should be prepared to take written tests of verbal ability and clerical aptitude and performance tests of typing and stenographic skills. Refer to the Training Directory in this report, for a list of service providers who offer training related programs.

- ♦ **Promotional Opportunities:** All employers reported that they don't promote personnel from this occupation to higher level positions.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



Note: Out of 15 firms surveyed no responses were given regarding inexperienced personnel.

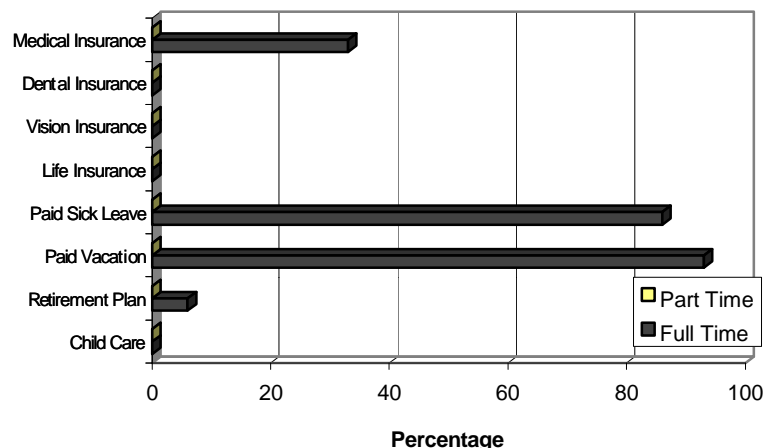
## EDD Employment Indicators

- ♦ **Projections:** 1996 Size: 29 - Small  
7 Years: 5 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 0.5%, which is growing slower than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Within the firms surveyed no turnover was reported.

## Work Patterns and Recruitment

- ♦ **Wages:**

	Range	Median
New, no experience	\$5.00 to \$5.25	\$5.00
New, experienced	\$5.75 to \$7.50	\$6.00
3 years with firm	\$7.50 to \$9.25	\$8.25
- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



## Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported proofreading skills, ability to follow law office methods and procedures, ability to maintain an appointment calendar, ability to maintain a court calendar, ability to understand legal terms, as well as, alphabetic and numeric filing skills, ability to type at least 60 wpm, and record keeping skills are essential. Apply principles of confidentiality, use good English, ability to follow billing procedures, understanding of court proceedings

are also important. Other qualifications may include ability to pay attention to detail and work accurately under pressure, meet deadlines, and be diplomatic on the phone.

- ♦ **Computer Software Skills Sought:** All employers want their employees in this occupation to be proficient in word processing. Most employers want their employees to have computer literacy and database programs knowledge.

## Work Patterns & Recruitment

- ♦ **Hours:** Almost all firms surveyed reported that employees worked full time, averaging 40 hours per week. Some worked part time, averaging 26 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by almost all employers include via newspaper advertisements. Many hired unsolicited applicants.

## Other

- ♦ **Related Dot Code and Title:**  
201.362-010 Legal Secretary
- ♦ **Employment Industries in Madera County:**  

SIC	Description	Ind. % of Occupation in 2001
8311	Legal Services	100%
- ♦ **Gender:** 100% of the sample are Female.

# TIRE REPAIRERS AND CHANGERS

*OES 859530*

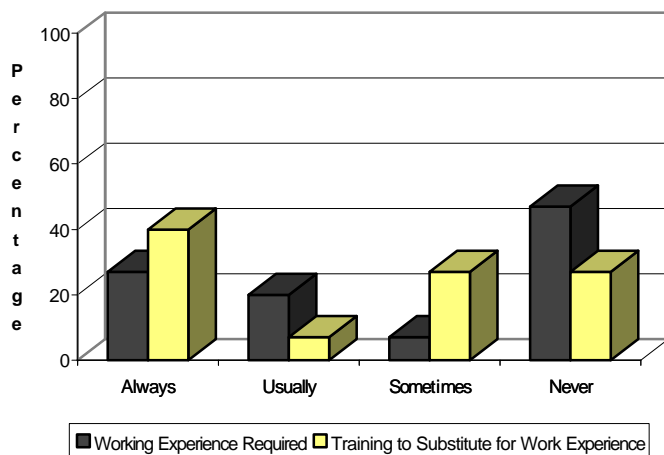


Tire Repairers and Changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Includes only employees who primarily repair and change tires.

Alternate Job Titles: Mechanic, General Service, and Station Attendant.

**Education:** Almost all employers surveyed reported that most of their recent hires had a high school diploma or equivalent.

**Experience:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards. The percentage reflects whether employers surveyed tend to require prior experience/training or not.

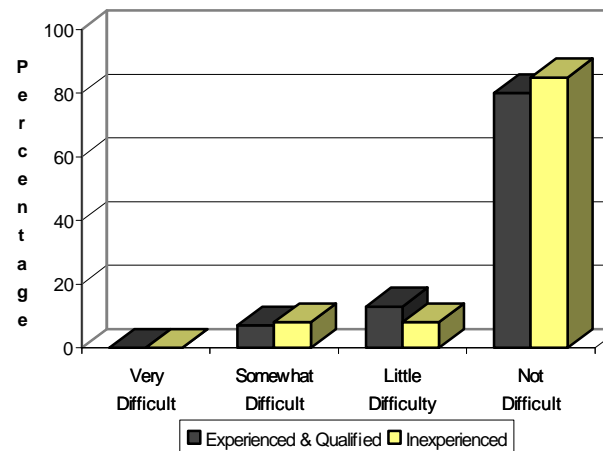


#### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Gas Station Attendant, Tire Repairer, and Mechanic. These employers tend to hire applicants with an average of 9 months of experience.
- ♦ **Required Training or Certification:** None were reported by the employers surveyed.
- ♦ **Training Sources:** There is no formal training for this occupation. On-the-job training is one of the elements for this occupation.

- ♦ **Promotional Opportunities:** Most employers reported that they do not promote personnel from this occupation to higher level positions.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



#### EDD Employment Indicators

- ♦ **Projections:** 1996 Size: 24 - Small  
7 Years: 7 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 1.2%, which is growing slower than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Employers reported that approximately 16% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

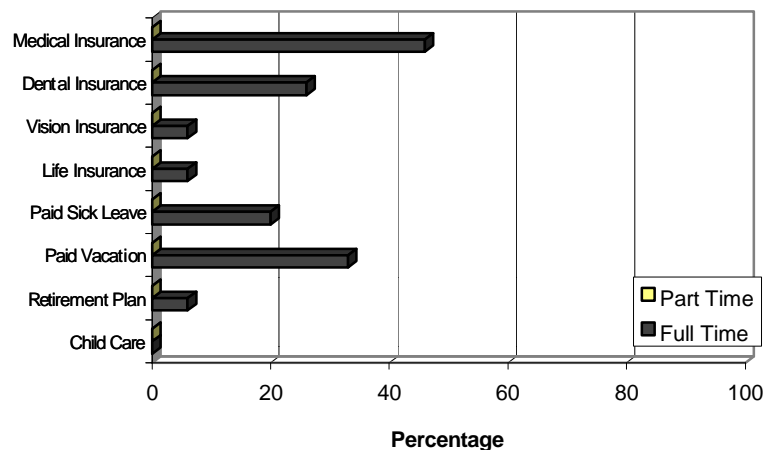
#### Work Patterns & Recruitment

- ♦ **Wages:**

	Range	Median
New, no experience	\$4.25 to \$ 6.00	\$4.50
New, experienced	\$5.00 to \$ 9.00	\$5.10

3 years with firm      \$5.75 to \$10.50      \$6.50

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



#### Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that ability to follow safe equipment operating procedures, ability to use hydraulics jacks, skills in applying glues, patches, and plugs, tire changing skills, ability to operate hydraulic equipment, ability to balance tires, knowledge of hazardous materials, and possession of mechanical aptitude are essential. Ability to use hand tools, oral communication skills, basic math skills, as well as, ability to work independently, ability to lift at least 100lbs. repeatedly, and ability to do routine work are also

important. Other qualifications may include knowledge of new equipment and wheel types, and ability to use new tire machines and computers.

- ♦ **Computer Software Skills Sought:** A few employers want their employees in this occupation to be proficient in database programs.

#### Work Patterns & Recruitment

- ♦ **Hours:** Almost all firms surveyed reported that employees worked full time, averaging 40 hours per week. Some worked part time, averaging 32 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by almost all employees include hiring unsolicited applicants. Some used recruiting via newspaper advertisements, Private Industry Council, and through radio. Word by mouth and public school or program referrals were used by some employers as well.

#### Other

- ♦ **Related Dot Code and Title**  
915.684-010      Tire Repairer

♦ <b>Employment Industries in Madera County</b>		
		<i>Ind. % of Occupation in</i>
<i>SIC</i>	<i>Description</i>	<i>2001</i>
5531	Auto And Home Supply Stores	80%
4213	Trucking, Except Local	8%
	Others	12%

- ♦ **Gender:** 100% of the sample are Male.



# TRAFFIC, SHIPPING, AND RECEIVING CLERKS

*OES 580280*

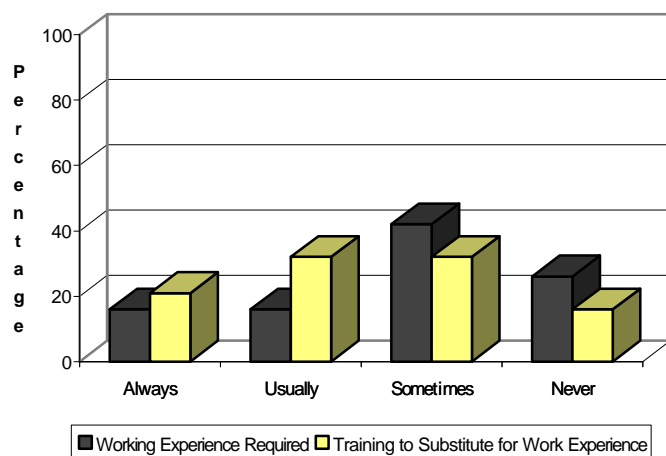


Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

**Alternate Job Titles:** Merchandise Replenishing Team, Store Clerk, Retail Nursery Workers, Warehouse Shipping Clerk, Stock Room Expediter, Warehouse and Inventory Control Technician, and Senior Clerk.

**Education:** Almost all employers surveyed reported that most of their recent hires had a high school diploma or equivalent. Some reported that most of their recent hires had some college but no degree.

**Experience:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards. The percentage reflects whether employers surveyed tend to require prior experience/training or not.

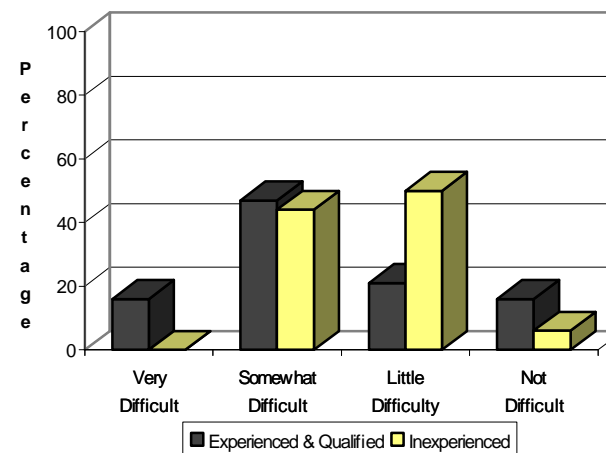


### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Receiving Clerk and Checking. These employers tend to hire applicants with an average of 12 months of experience.
- ♦ **Required Training or Certification:** On-the-job training may also be requested. One employer required the employee to have a fork lift training and certificate.
- ♦ **Training Sources:** Trainees usually develop the necessary skills on the job.

- ♦ **Promotional Opportunities:** Most employers reported that they do promote their personnel into higher level positions such as Customer Service Representative, Office Clerk, Store Clerk II, Office Manager, Crew Leader, and Supervisor. Also, promotions/advancements may be dependent upon job opening availability which imply, in certain firms, employees can test for positions and be placed on a waiting certification list for interviewing.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indicators

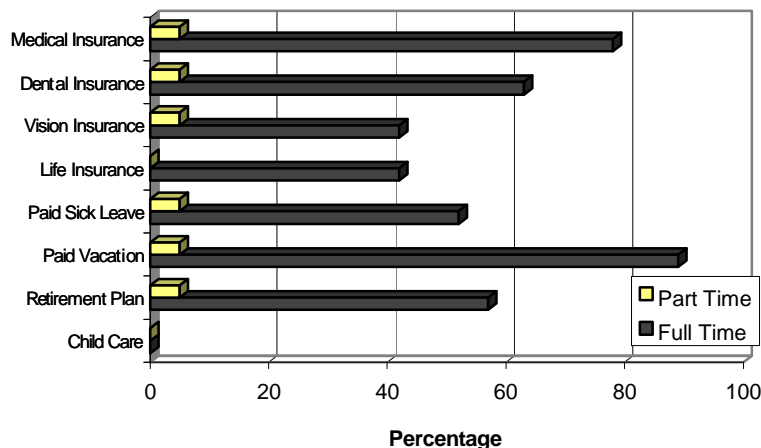
- ♦ **Projections:** 1996 Size: 210 - Very Large  
7 Years: 57 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 2.4%, which is growing slower than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Employers reported that approximately 3% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

## Potential Earnings and Benefits

♦ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience	\$4.25 to \$10.50	\$6.75
New, experienced	\$5.00 to \$14.00	\$7.80
3 years with firm	\$5.75 to \$16.82	\$9.21

Unionization is negligible for this occupation.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



## Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that familiarity with personal computers or computers terminals, understanding of inventory techniques, record keeping skills, ability to operate fork lift, ability to lift at least 60 lbs. repeatedly, ability to use a calculator, and problem solving skills are essential. Other qualifications

may include ability to interact well with others, ability to work under pressure, ability to follow oral instructions, and ability to write legibly.

- ♦ **Computer Software Skills Sought:** Most employers want their employees in this occupation to be proficient in word processing. Many employers need their employees to have database programs knowledge.

## Work Patterns & Recruitment

- ♦ **Hours:** Most firms surveyed reported that employees worked full time, averaging 40 hours per week. Some worked part time, averaging 26 hours per week.
- ♦ **Recruitment Methods:** The most frequently used methods in recruiting new employees by many employers include employees' referrals and via newspaper advertisements.

## Other

- ♦ **Related Dot Code and Title:**

222.387-050	Shipping and Receiving Clerk
214.587-014	Traffic Clerk
222.687-030	Shipping Checker
248.362-010	Incoming Freight Checker

- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
2759	Commercial Printing	24%
7372	Prepackaged Software	8%
4311	U.S. Postal Service	7%
5211	Lumber And Other Building Materials	6%
	Others	55%

- ♦ **Gender:** 62% of the sample are Female and 38% are Male.

# TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

*OES 971020*

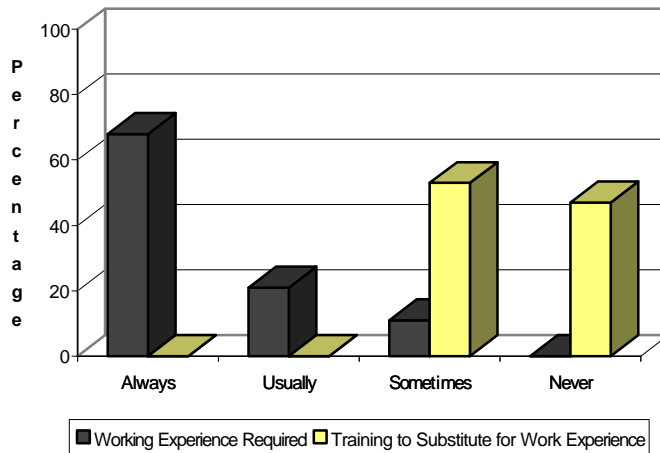


Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Alternate Job Titles: Driver, Collector, Roll-off Driver, Miscellaneous Equipment Operator, and Transport Equipment Operator.

Education: Almost all employers surveyed reported that most of their recent hires had a high school diploma or equivalent.

Experience: The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



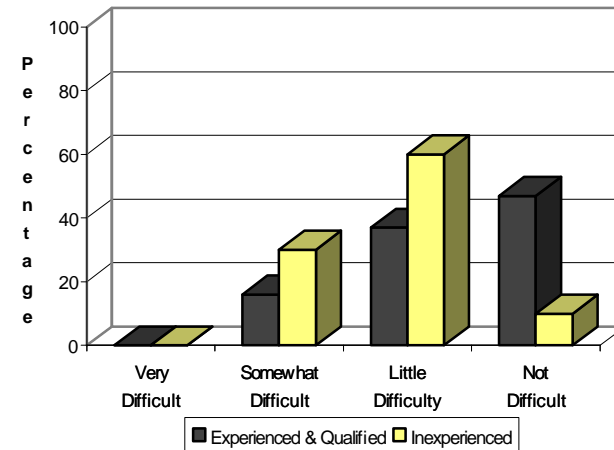
#### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Driver, Truck Driver, and Tractor Trailer Driver. These employers tend to hire applicants with an average range of 6 to 36 months of experience.
- ♦ **Required Training or Certification:** Employers surveyed required Commercial Driver's License Class I and Class A.
- ♦ **Training Sources:** Training can be obtained through private and public technical-vocational schools. Refer to the Training Directory in this report for a list of service providers who offer training related programs.
- ♦ **Licensing:** All heavy truck drivers are required to obtain a special Commercial Driver's License (CDL) from the State in which they live. To qualify for a CDL, applicants must pass a knowledge test and demonstrate that

they can operate a commercial truck safely. The U.S. Department of Transportation establishes minimum qualifications for truck drivers who are engaged in interstate commerce. A driver must be at least 21 years old and pass a physical examination. Good hearing, 20/40 vision with or without glasses or corrective lenses, normal use of arms and legs (unless a waiver is obtained), and normal blood pressure are the main physical requirements. In addition, drivers must take a written examination on the Motor Carrier Safety Regulations of the U.S. Department of Transportation.

- ♦ **Promotional Opportunities:** Almost all employers reported that they do not promote personnel from this occupation to higher level positions.

Employer Supply & Demand Assessment: The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



#### EDD Employment Indicators

- ♦ **Projections:** 1996 Size: 301 - Very Large  
7 Years: 149 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 6.1%, which is growing much faster than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Employers reported that approximately 4% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

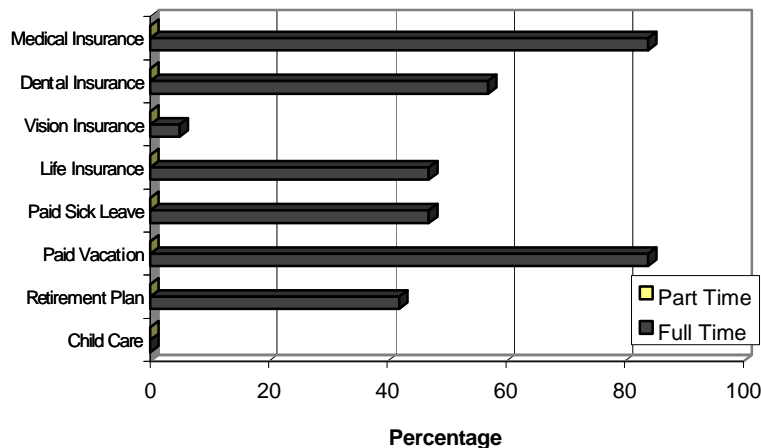
## Potential Earnings and Benefits

♦ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience	\$5.50 to \$15.00	\$ 7.25
New, experienced	\$6.00 to \$22.50	\$ 8.75
3 years with firm	\$7.00 to \$25.00	\$11.00

*Note: In Madera County firms related to agricultural field tend to pay a percentage of the load, which is usually 25% to 28 % of the load. Also, firms tend to pay per mile rather than by the load.*

Unionization is negligible for this occupation.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed



## Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that possess good DMV driving record, knowledge of safety procedure, ability to drive tractor-trailer trucks, ability to do long distance truck driving, loading/unloading skills, ability to lift at least 75 lbs. , and record keeping skills are essential. Map reading skills, ability to read and follow instructions, ability to perform basic mathematical computations, ability to read invoices, and knowledge of local streets are also important. Other

qualifications may include ability to complete forms, ability to work independently, and ability to calculate weights and measurements.

- ♦ **Computer Software Skills Sought:** None were reported.

## Work Patterns & Recruitment

- ♦ **Hours:** Almost all firms surveyed reported that employees full time, averaging 42 hours per week. Few worked part time, averaging 24 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by most employers include via newspaper advertisements and hiring unsolicited applicants. Many used employees' referrals.

## Other

- ♦ **Related Dot Code and Title:**

902.683-010	Dump- Truck Driver
903.683-014	Tank, Truck Driver
904.383-010	Tractor, Trailer - Truck Driver
905.663-010	Garbage Collector Driver
905.663-014	Truck Driver, Heavy
905.683-010	Water Truck Driver 2
919.663-018	Utility Worker Driver
919.663-026	Tow-Truck Operator

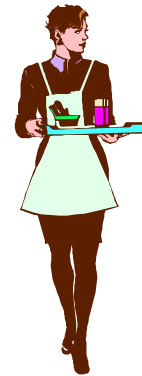
- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
4112	Local Trucking, without storage	35%
4213	Trucking, except Local	30%
	Others	35%

- ♦ **Gender:** 7% of the sample are Female and 93% are Male

# WAITERS AND WAITRESSES

*OES 650080*

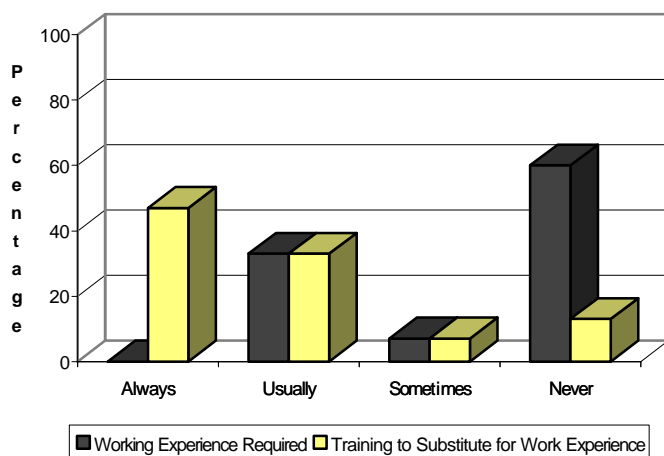


Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well at tables. Does not include workers who only work at counters.

Alternate Job Titles: Server and Cashier.

**Education:** Almost all employers surveyed reported that most of their recent hires had a high school diploma or equivalent.

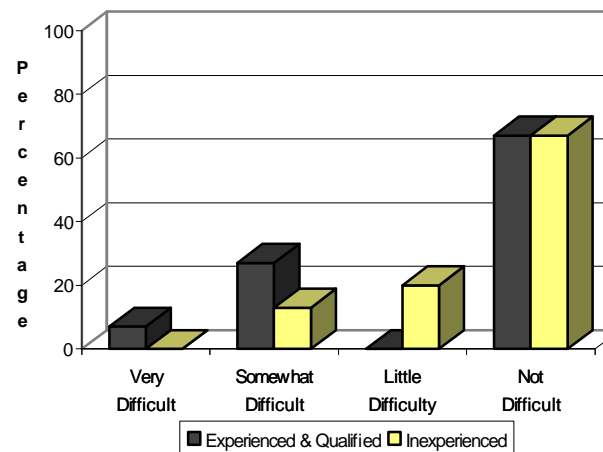
**Experience:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



### Work Experience, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job title related to this occupation included Server. These employers tend to hire applicants with an average of 11 months of experience.
- ♦ **Required Training or Certification:** Employers required health certificate.
- ♦ **Training Sources:** Training can be obtained in some public and private vocational schools, and restaurant associations.
- ♦ **Promotional Opportunities:** Almost all employers reported that they do not promote personnel from this occupation to higher level positions.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indictors

- ♦ **Projections:** 1996 Size: 349 - Very Large  
7 Years: 179 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 2.3%, which is growing slower than the average projected annual growth rate of 4% for all occupations in Madera County.
- ♦ **Turnover:** Employers reported that approximately 14% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

### Potential Earnings and Benefits

- ♦ **Wages:**

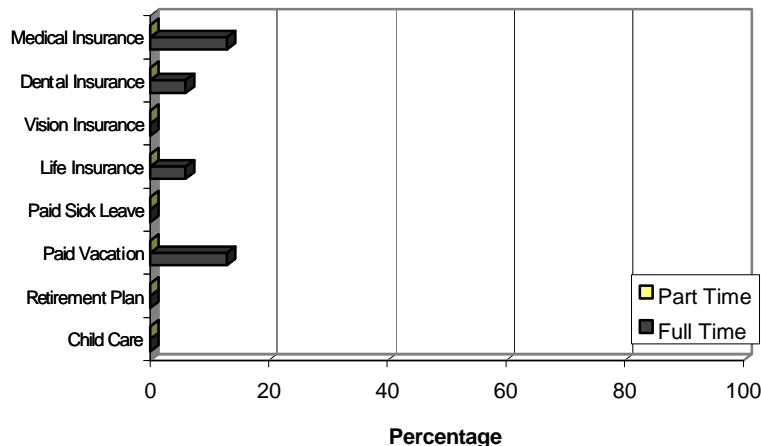
	Range	Median
New, no experience	\$4.25 to \$ 9.25	\$4.25
New, experienced	\$4.25 to \$14.25	\$4.25



3 years with firm      \$4.25 to \$24.25      \$5.00

Note: Extreme wages reported in this occupation can be attributed to the tips/commissions factor. Basic wage is \$4.25. However, tips/commissions range from \$10.00 to \$20.00/hour or 10% to 15% over tab, depending on the level of experience associated with this employment.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



Other Full Time Benefits Listed: Discount on purchases, one free meal per shift, and holiday pay.

#### Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that cash handling skills, public contact skills, grooming standards, ability to operate a computerized cash register, ability to lift at least 30lbs., ability to stand for prolonged periods, and ability to perform basic mathematical computation are essential. Good memory skills,

ability to interact well with others, and oral communication skills are also important. Other qualifications may include ability to work under pressure, willingness to work with close supervision, and ability to write legibly.

- ♦ **Computer Software Skills Sought:** Some employers want their employees in this occupation to be proficient in spreadsheet and POS System.

#### Work Patterns & recruitment

- ♦ **Hours:** Most firms surveyed reported that employees worked part time, averaging 25 hours per week. Some worked full time, averaging 37 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by most employers include hiring unsolicited applicants. Many recruit via newspaper advertisements.

#### Other

- ♦ **Related Dot Code and Title:**

350.677-030	Waiter/Waitress
350.477-026	Waiter/Waitress, Formal
350.477-030	Waiter/Waitress, Informal

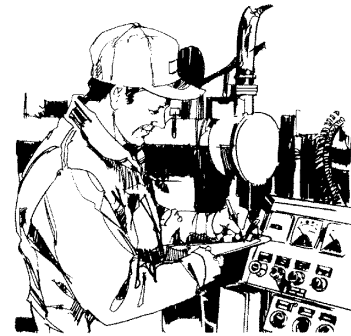
- ♦ **Employment Industries in Madera County:**

SIC	Description	Ind. % of Occupation in 2001
5812	Eating Places	78%
7011	Hotels and Motels	17%
	Others	5%

- ♦ **Gender:** 90% of the sample are Female and 10% are Male.

# WELDERS AND CUTTERS

*OES 939140*

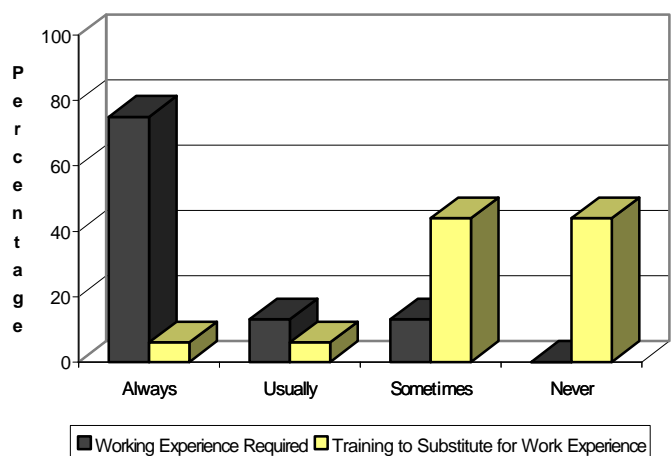


Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

**Alternate Job Titles:** Fabricator, Fitter, Gas Mechanic, and Body & Frame Repairers.

**Education:** All employers surveyed reported that most of their recent hires had a high school diploma or equivalent.

**Experience:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards. The percentage reflects whether employers surveyed tend to require prior experience/training or not.



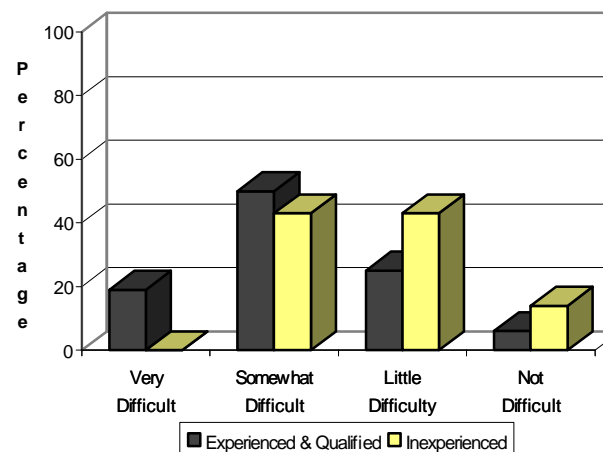
### Work Experience, Training, and Advancements

- ♦ **Required Related Work Experience:** The most common previous job titles related to this occupation included Mechanic, Machinist, Fabricator, Grape Harvest Equipment Mechanic, and Corrosion Mechanic. These employers tend to hire applicants with an average range of 12 to 36 months of experience, depending the type of industry.
- ♦ **Required Training or Certification:** Employers surveyed required welding certificate, Gas & Arc Welding classes, and Apprenticeship program.
- ♦ **Training Sources:** Formal training is available in high schools, vocational schools, and post secondary institutions such as vocational-technical institutes and community colleges. The Armed Forces operate welding schools as well.

Training for welders can range from a few days of school or on-the-job training for low skilled positions to several years of school and on-the-job training for highly skilled jobs. Refer to the Training Directory in this report for a list of service providers who offer training related programs.

- ♦ **Certification:** To be certified, welders must pass qualification test given by some employers, trade associations, and government agencies.
- ♦ **Promotional Opportunities:** Almost all employers reported that they don't promote personnel from this occupation to higher level positions.

**Employer Supply & Demand Assessment:** The chart below refers to the relative difficulty the employers surveyed assume they would experience in hiring both inexperienced and experienced personnel who meet their hiring standards.



### EDD Employment Indicators

- ♦ **Projections:** 1996 Size: 88 - Large  
7 Years: 45 Job Openings
- ♦ **Growth:** The annual growth for this occupation is 5.4%, which is growing faster than the average projected annual growth rate of 4% for all occupations in Madera County.

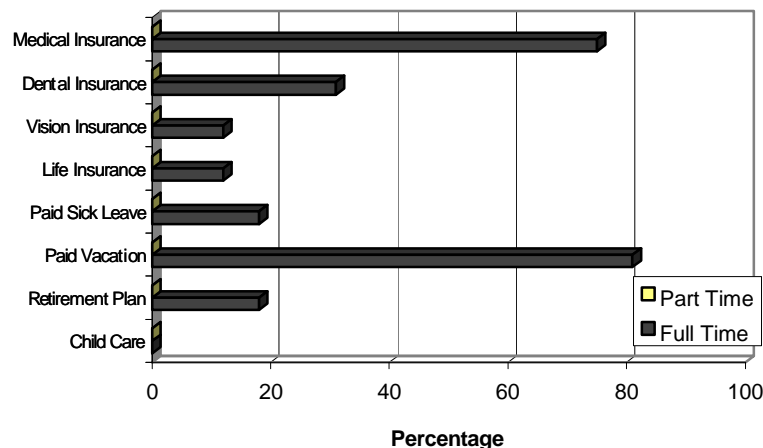
- ♦ **Turnover:** Employers reported that approximately 3% of the total employees in this occupation were hired in the past year to fill vacancies resulting from people leaving the firm.

#### Potential Earnings and Benefits

♦ <b>Wages:</b>	<b>Range</b>	<b>Median</b>
New, no experience	\$4.25 to \$ 7.00	\$ 5.00
New, experienced	\$5.25 to \$22.75	\$ 7.00
3 years with firm	\$5.75 to \$22.75	\$10.50

Unionization is negligible for this occupation.

- ♦ **Benefits:** The percentages reflect the results within the companies surveyed.



#### Important Qualifications and Skills

- ♦ **Specific Skills and Qualifications Reported:** Employers reporting skills information reported that be a certified welder, ability to do gas welding, ability to do arc welding, ability to read working drawings, ability to work in awkward positions, ability to lift at least 50lbs., and ability to work from ladders/scaffolds are essential. Ability to use precision tools, possess mechanical aptitude, ability to use inspection equipment, ability to perform basic mathematical computations, and pass a work performance test are also important. Other qualifications may include ability to read blueprints, record keeping skills, report writing skills, and ability to write legibly.

- ♦ **Computer Software Skills Sought:** None were reported.

#### Work Patterns & Recruitment

- ♦ **Hours:** All firms surveyed reported that employees worked full time, averaging 40 hours per week.
- ♦ **Recruitment Methods:** The most frequently used method in recruiting new employees by most employers include via newspaper advertisements.

#### Other

- ♦ **Related Dot Code and Title:**

553.684-010	Heat Welder, Plastics
810.384-014	Welder, Arc
819.361-010	Welder Fitter
819.381-010	Welder Assembler
819.384-014	Welder Apprentice, Combination
819.684-010	Welder, Production Line

- ♦ **Employment Industries in Madera County:**  
*Ind. % of Occupation in*

<i>SIC</i>	<i>Description</i>	<i>2001</i>
3556	Food Products Machinery	35%
7692	Welding Repair	35%
3446	Architectural Metal Work	9%
7372	Prepackaged Software	8%
	Others	21%

- ♦ **Gender:** 1% of the sample are Female and 99% are Male.

# *Occupational Information Resources*

#### ◆ *California Occupational Guides (COGs)*

COGs are statewide occupational profiles offering a complete description of the job duties, working conditions, training and educational requirements for job entry, wage and benefit information (typically on a statewide basis, though some local information is provided), the potential career ladder, employment outlook for the state, and other critical information. There are over 600 occupational profiles. A complete set also includes a new section on emerging occupations. COGs are produced by Employment Development Department's Labor Market Information Division. To order, call (916) 262-2162.

#### ◆ *California Occupational Guide Wage Supplement*

The COG Wage Supplement includes local wage data (for specific occupations) from all recently published CCOIS Occupational outlook Reports. The Wage Supplement is available and is produced by the Employment Development Department's Labor Market Information Division. To order, call (916) 262-2162.

#### ◆ *Career Guide to Industries*

The Career Guide to Industries is a companion to the Occupational Outlook Handbook. It provides career information on more than 40 diverse industries that, together, account for about 75 percent of all jobs. For each industry covered, sections include the nature of the industry, its employment and working conditions, and occupational information including training, advancement, earnings, benefit and outlook. It is produced by the U.S. Department of Labor, Bureau of Labor Statistics. To order, call (213)239-9844 or (415)512-2770.

#### ◆ *Dictionary of Occupational Titles*

The DOT is a comprehensive and standardized occupational classification system which describes more than 12,000 occupations in two volumes. Each numeric DOT code describes the level of skills required to work with data, people, and things. Occupational descriptions describe the major tasks of the job. Also included are alternate job titles,

worker characteristics such as physical requirements, General Education Development (GED) and Specific Vocational Preparation Time (SPV). Last revised in 1991, the Fourth Edition of the DOT includes two volumes. It is produced by the U.S. Department of Labor, Employment and Training Administration. To order, contact any U.S. Government Bookstore at (213) 239-9844 or (415) 512-2770.

#### ◆ *Digest of Licensed Occupations*

The Digest of Licensed Occupations includes information on approximately 140 occupations regulated by various State agencies as well as the addresses and telephone numbers of the licensing agencies, licensing requirements, and the license exam fee and renewal costs. It is produced by the Employment Development Department's Labor Market Information Division. To order, call the Occupational Research Unit at (916) 262-2162.

#### ◆ *Projections and Planning Information (PPI) Report*

The PPI is a redesign and consolidation of the older *Annual Planning Information (API)* and the *Projections of Employment by Industry and Occupation* reports previously published by the Labor Market Information Division. The report provides civilian labor force data, wage and salary employment, industry/occupational projections, social/economic data, and other resources. This combined report is now issued in modules, most of which are updated annually as information becomes available. Two modules, Industry projections and Occupational Projections, are produced biannually, and one module, Nondiscrimination Information, is produced every 10 years. Customers may choose to receive some or all modules. To order, call EDD/LMID at (916) 262-2162.

#### ◆ *Occupational Outlook Handbook (OOH)*

The OOH includes nationwide profiles of about 250 occupations that, together, cover almost 90 percent of all jobs. For each occupation, information includes the nature of the work, working conditions, employment, training and other qualifications, advancement, job outlook, earnings, related occupations and sources of additional information. It is produced by the U.S. Department of Labor, Bureau of Labor Statistics. Order through any U.S. Government Bookstore (213) 239-9844 or (415) 512-2770.

#### ◆ *Occupational Outlook Quarterly*

The Occupational Outlook Quarterly is a magazine companion to the Occupational Outlook Handbook. Typically, each edition will have four to six articles, with each article focusing on an occupation, industry or other labor market topic. The Quarterly also features summary articles and charts on the latest labor market statistics, including occupational projections and job outlook. The Quarterly is published four times per year by the U.S. Department of Labor, Bureau of Labor Statistics. Order through any U.S. Government Bookstore at (213) 239-9844 or (415) 512-2770.

#### ◆ *Occupational Outlook Reports, CCOIS*

Occupational Outlook Reports include local profiles of occupations selected for study through the California Cooperative Occupational Information System (CCOIS). For each occupation, information includes: the nature of work, projections of size, growth and separations; supply-demand assessment, training, experience and other requirements, employer recruitment methods, earnings and benefits and where the jobs are. The CCOIS is a partnership program between state and local

agencies. It is administered at the state level by the Employment Development Department's Labor Market information Division, with policy advice from the California Occupational Information Coordinating Committee (CCOIS). Local coordinating agencies conduct extensive research on specific occupations of interest to their local community and produce an Occupational Outlook Report for their area. Occupational Outlook reports are available from the local coordinating agency; such as Madera County Private Industry Council, and some reports may be available through EDD's LMI Division at (916) 262-2353.

#### ◆ *Training Directories, CCOIS*

Like the Occupational Outlook Reports, Training's Directories are products of the California Cooperative Occupational Information System and are produced by local coordinating agencies. Training Directories, at a minimum, include the names, addresses and phone numbers of local (or regional) training providers and a listing of their current programs. Contact the local coordinating agencies for more information on the availability and cost of CCOIS Training Directories. Refer to the CCOIS Partner List for the counties participating in this project and their respective phones.

#### ◆ *State Training Inventory (STI)*

The STI provides information to assist state and local employment and training personnel and local employers to identify available training resources. The STI contains basic information on local schools and colleges, including name, address, phone numbers, fax numbers, and the educational and training programs offered. It is available on diskette only, in both IBM compatible and Macintosh formats. To order, call EDD/LMID at (916) 262-2162.

# *Training Directory*

*Sorted By Training Provider*



Training Provider	Courses	Total Training Hours	Hourly Training Rate (\$)	Total Training Cost (\$)
BOSTON REED COMPANY 393 LaFata Street St. Helena, CA 94574 (707) 963-5782 Ms. Kathy Welch	Phlebotomy	17	11.76	275.00
CALIFORNIA ACADEMY OF PUBLIC SAFETY 5151 N. Gates Avenue Fresno, CA. 93722 (209) 266-3173 Mr. Devin Smith	Professional Security Officer	120	14.50	2,463.00
CENTRAL VALLEY OPPORTUNITY CENTER (CVOC) 114 South A Street Madera, CA 93638 (209) 674-0971 Mr. Ric Contreras  (Merced CVOC) 1748 Miles Court Merced, CA. 95348 (209)383-2770 Mr. John Jepson	Advanced Business Occupations	770	4.98	4,106.00
	Automotive Service & Repair	770	5.57	4,639.00
	General Cooking Occupations	420	5.75	2,598.00
	Graphic Printer	770	5.46	4,461.00
	Welding & Industrial Maintenance	770	5.46	4,515.00
COMMUNITY TRADE & TECHNICAL INSTITUTE (CTTI) 4944 East Clinton, #107 Fresno, CA. 93727 (209) 456-9194 Ms. LaLa Lopez	Computer Repair	480	12.76	6,750.00
	Electronic Medical Billing	474	12.92	6,590.00
	Office Automation	360	11.67	4,740.00
	Office Automation/GED	474	11.21	5,853.00
	Pharmacy Technician	384	9.11	4,000.00
	Phlebotomy Technician	528	9.47	5,725.00
	Ultrasound Technician	624	12.98	8,800.00
FINANCIAL SERVICES LEARNING CENTER 121 Downey Avenue, Suite 111 Modesto, CA. 95354 (209)529-3648 Mr. Zane Shaeffer	Financial Services Assistant	428	7.82	4,295.00
FRESNO INSTITUTE OF TECHNOLOGY 731 West Shaw Avenue Clovis, CA. 93704 (209) 442-3574 Mr. Jim Hines	Automated Office Specialist	720	7.95	6,800.00
	Computerized Accounting	720	7.95	6,800.00
	Computer Electronic Technician	768	7.98	7,200.00
	Health Insurance Specialist	888	7.57	7,800.00
	Hospitality Management	720	7.95	6,800.00
GALEN COLLEGE 1325 North Wishon Fresno, CA 93728 (209)264-9726	Dental Assisting	720	7.81	6,000.00
	Medical Assisting	720	7.81	6,000.00

Training Provider	Courses	Total Training Hours	Hourly Training Rate (\$)	Total Training Cost (\$)
Ms. Sandra Marquez GOLDEN STATE TRUCK DRIVING SCHOOL 485 Aviator Drive Atwater, CA 95301 (209)356-0944 Ms. Sunny Gonzales	Truck Driving	250	10.30	2,740.00
HEALD BUSINESS COLLEGE 255 West Bullard Fresno, CA 93704 (209) 438-4222 Ms. Ruth Johnson	Accounting Accounting-AAS Computer Business Administration Computer Business Administration - AAS Electronic Service Technician Electronic Technology - AAS Legal Office - AAS Medical Office Medical Office - AAS Office Administration Office Administration - AA	1200 1800 1200 1800 1200 1800 1800 1200 1800 1200 1800	6.40 6.40 6.40 6.40 7.00 7.00 6.40 6.40 6.40 6.40 6.40	8,930.00 13,370.00 8,930.00 13,370.00 9,950.00 14,900.00 13,370.00 8,930.00 13,370.00 8,930.00 13,370.00
HIGH-TECH INSTITUTE 1111 Howe Avenue #250 Sacramento, CA 95825 (916) 929-9700 Ms. Cheryl Hudgins	Dental Assistant Hospital Unit Coordinator Medical Assistant Surgical Technician X-Ray Technician	720 608 608 1056 1024	8.53 9.52 9.50 12.11 8.52	6,325.00 6,025.00 6,025.00 13,025.00 9,025.00
INNOVATIVE SOLUTIONS, INC. (SInc.) 1320 National Drive Sacramento, CA 95834 (916) 928-1700 Ms. Kim Sanders	Microsoft Certified Engineer Novell - CNA Novell - CNE 3.1 Novell - CNE 4.1	224 112 310 314	38.39 19.46 23.55 23.25	8,600.00 2,180.00 7,300.00 7,300.00
MTMA Schools 1313 P Street Fresno, Ca. 93721 (209) 268-0938 Ms. Mary Berglund	Hotel /Motel Apt. Management	320	12.63	4,118.00
MICRO COMPUTER EDUCATION CENTER 2002 North Gateway Blvd. Fresno, CA 93727 (209) 456-0623 Mr. Rick Trevino	Accounting Clerk Automated Office Specialist Computerized Accounting Clerk Medical Office Clerk Medical Clerk Micro Computer Operator Office Automation Technician Word Processor	400 400 720 720 400 720 400 240	9.18 9.18 9.06 9.06 9.18 9.06 10.80 10.12	3,997.00 3,997.00 6,895.00 6,895.00 3,997.00 6,895.00 4,520.00 2,603.00
NATIONAL TRAINING INSTITUTE 1788 North Helm St., Suite 106 Fresno, CA 93727 (209) 456-1522	Computer Service Technician Electronic Equipment Repair	480 480	12.81 12.81	6,520.00 6,520.00

Training Provider	Courses	Total Training Hours	Hourly Training Rate (\$)	Total Training Cost (\$)
Mr. Stan Hall				
NEW HORIZONS COMPUTER LEARNING CENTER 1320 East Shaw Avenue, Suite 150 Fresno, CA 93710 (209) 248-9100 Mr. Alan Backer	Certified Novell Administrator Specialist Certified Novell Engineer Program (CNE) Certified Novell Engineer & Windows NT MCSE Office Automation	511 413 504 560 462	10.28 16.04 17.21 15.94 9.36	5,499.00 7,549.00 9,799.00 9,999.00 4,399.00
QUALITY COLLEGE 1570 North Wishon Fresno, CA 93728 (209) 497-5050 Ms. Dalene Garrett	Custodian/Janitor Health Unit Coordinator Home Health Aide w/CNA Home Health Aide w/o CNA Medical Billing Medical Office Clerk Medical Records Clerk Pharmacy Technician Physical Therapy Truck Driving	80 300 90 128 120 240 200 240 150 160	12.50 9.25 11.11 10.54 11.00 11.56 13.88 11.13 8.83 17.34	1,225.00 3,120.00 1,125.00 1,474.00 1,495.00 3,000.00 3,000.00 3,465.00 1,474.00 3,000.00
SAN JOAQUIN COLLEGE OF LAW 3385 E. Shields Avenue Fresno, CA. 93726 (209) 225-4953 Ms. Pam Ramirez	Paralegal	315	11.11	3,950.00
SAN JOAQUIN VALLEY COLLEGE 295 East Sierra Fresno, CA 93710 (209) 448-8282 Ms. Dee Lockhart	Aviation Maintenance Technician Business Administration Clinical & Administrative Medical Assistant Correctional Officer Dental Assistant Health Care Administration Loss Prevention Officer Medical Assistant Medical /Legal Transcriptionist Network & Systems Administrative (NASA) Office Administration Refrigeration A/C Technician Restorative Nursing Assistant Travel Administration Veterinarian Assistant	2142 560 560 560 5600 560 560 650 560 560 560 695 1208 600 560	5.85 10.56 11.10 10.35 10.86 10.00 10.75 9.82 10.91 12.22 10.46 8.34 9.06 8.57 10.29	13,285.32 6,565.76 6,878.36 6,474.53 6,802.19 6,370.58 7,142.31 6,788.72 6,729.58 7,643.26 6,515.58 6,701.03 11,874.12 5,553.18 6,383.25
Sierra Hi-Tech 7144 Fair Oaks Blvd. Carmichael, CA. 95608 (916) 488-8208 Ms. LaVonne Mason	Drafting with CADD	916	7.01	7,022.80
TRUCK DRIVING ACADEMY	Truck Driver Training	330	11.52	3,990.00

Training Provider	Courses	Total Training Hours	Hourly Training Rate (\$)	Total Training Cost (\$)
2757 South Golden State Boulevard Fresno, CA 93725 (209) 233-4700 Ms. Shirley Ross				
WESTERN PACIFIC TRUCK SCHOOL 4565 No. Golden State Blvd. Fresno, CA 93722 (209) 276-1220 Mr. John Rodriguez	Tractor/Trailer Operator	160	19.34	3,340.00

# *CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM*

## *Local Partner List*

AREA	LOCAL PARTNER ADDRESS	AREA	LOCAL PARTNER ADDRESS
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AREA	LOCAL PARTNER ADDRESS
Alameda	Alameda County Economic Development 1221 Oak Street, Suite 555 Oakland, CA 94612 Phone: (510) 272-3871 Fax: (510) 839-3766
Butte	Private Industry Council of Butte County 2185 Baldwin Avenue Oroville, CA 95966 Phone: (916) 538-7301 Fax: (916) 534-6897
Contra Costa	Contra Costa County Private Industry Council 2425 Bisso Lane, Suite 100 Concord, CA 94520 Phone: (510) 646-5023 Fax: (510) 646-5517
Fresno	Fresno Career Development Center 1900 Mariposa Mall, Suite 280 Fresno, CA 93721 Phone: (209) 499-3703 Fax: (209) 497-7872
Golden Sierra Alpine El Dorado Nevada Placer Sierra	Golden Sierra Job Training Agency 11532 B Avenue Auburn, CA 95003 Phone: (916) 265-3201 Fax: (916) 265-5297
Humboldt	Humboldt County Employment Training Department 930 Sixth Street Eureka, CA 95501 Phone: (707) 441-4634 Fax: (707) 445-6228

AREA	LOCAL PARTNER ADDRESS
Imperial	Private Industry Council of Imperial County, Inc. 797 Main Street, Suite A El Centro, CA 92243 Phone: (619) 353-5050 Fax: (619) 353-6594
Kern/AnyoMon o	Employer's Training Resource 2001 28 <sup>th</sup> Street Bakersfield, CA 93301 Phone: (805) 336-6961 Fax: (805) 336-6858
Kings	Job Training Office Kings County Government Center Hanford, CA 93230 Phone: (209) 582-9213 Fax: (209) 582-8947
Los Angeles	LAC/DCSCS/PIC 3175 West 6 <sup>th</sup> Street, Room 111 Los Angeles, CA 90020 Phone: (213) 351-6622 Fax: (213) 380-8275
Marin	Marin Local Partner 7000 Franklin Blvd., Bldg. 1100, Cubicle #220 Sacramento, CA 95823 Phone: (916) 262-2308
Mendocino	Mendocino Private Industry Council, Inc. 630 Kings Court, Suite 204 Ukiah, CA 95482 Phone: (707) 468-1196

AREA	LOCAL PARTNER ADDRESS
	Fax: (707) 468-1498
Merced	Merced County Private Industry Training Dept. 1020 West Main Street Merced, CA 95340 Phone: (209) 385-7326 Fax: (209) 722-3776
Monterey	Monterey County Private Industry Council 318 Cayuga Street, Suite 209 Salinas, CA 93902 Phone: (408) 755-5429 Fax: (408) 755-5054
Mother Lode Amador Calaveras Mariposa Tuolumne	Mother Lode Job Training Agency P.O.Box 1176 Sonora, CA 95370 Phone: (209) 532-820 Fax: (209) 533-2079
Napa	Napa County Training & Employment Center 2447 OldSonoma Rd. Napa, CA 94558 Phone: (707) 253-4291 Fax: (707) 253-4895
North Central Colusa Glenn Lake Sutter Yuba	North Central Counties Consortium 341 North Main Street Lakeport, CA 95453 Phone: (707) 262-3408 Fax: (707) 263-0920
Northern	Northern Counties - Local Partner

AREA	LOCAL PARTNER ADDRESS
Counties Del Norte Lassen Modoc Plumas Siskiyou Tehama Trinity	7000 Franklin Blvd., Bldg. 1100 Sacramento, CA 95823 Phone: (916) 262-2217 Fax: (916) 262-2351
Orange	Orange County, Job Training Partnership Agency 1300 South Grand, Building B, Third Floor Santa Ana, CA 92705 Phone: (714) 834-7146 Fax: (714) 834-7132
Riverside	Riverside County EDA Job Training 1151 Spruce Street Riverside, CA 92507 Phone: (909) 275-3081 Fax: (909) 275-3131
Sacramento/Yolo	Yolo County Community Partnership Agency 112 West Main Street Woodland, CA 95695 Phone: (916) 737-7580 Fax: (916) 661-2925
San Benito	San Benito County Private Industry Council Office 1131 SanFelipe Road Hollister, CA 95023 Phone: (408) 637-9293 Fax: (408) 637-0996

AREA	LOCAL PARTNER ADDRESS
San Bernardino	County of San Bernardino, Jobs & Emp. Service Dept. 851 S. Mount Vernon Ave., Suite 22 Colton, CA 92324 Phone: (909) 422-0488 Fax: (909) 422-0309
San Diego	San Diego Consortium & Private Industry Council 1551 4 <sup>th</sup> Avenue, Suite 600 San Diego, CA 92101 Phone: (619) 238-1115 Fax: (619) 238-6063
San Francisco	Private Industry Council of San Francisco 745 Franklin Street, Suite 400 San Francisco, CA 94102 Phone: (415) 931-7460 Fax: (415) 931-7590
San Joaquin	Employment & Economic Development Dept. 850 North Hunter Street Stockton, CA 95202 Phone: (209) 468-3656 Fax: (209) 474-5605
San Luis Obispo	Private Industry Council of San Luis Obispo County, Inc. 3566 South Higuera St., Suite 100 San Luis Obispo, CA 93401 Phone: (805) 781-2216 Fax: (805) 541-4117
San Mateo	County of San Mateo Job Training & Economic Dev. Division 262 Harbor Blvd., Bldg. A Belmont, CA 94002 Phone: (415) 802-5194

AREA	LOCAL PARTNER ADDRESS
	Fax: (415) 802-5173
Santa Barbara	Santa Barbara County, Job Training Network 2400 Professional Pkwy, Suite 205 Santa Maria, CA 93455 Phone: (805) 346-7698 Fax: (805) 346-7651
Santa Clara (NOVA)	City of Sunnyvale NOVA Private Industry Council 505 West Olive Avenue, Suite 550 Sunnyvale, CA 94086 Phone: (408) 730-7526 Fax: (408) 730-7643
Santa Cruz	County of Santa Cruz Human Resource Agency 1040 Emeline Avenue Santa Cruz, CA 95060 Phone: (408) 454-4598 Fax: (408) 454-4651
Shasta	Shasta County Private Industry Council 1220 Sacramento Street Redding, CA 96001 Phone: (916) 245-1584 Fax: (916) 225-2206
Solano	Private Industry Council of Solano County 320 Campus Lane Suisun, CA 94585 Phone: (707) 864-3376 Fax: (707) 864-3386
Sonoma	Sonoma County PIC/Job Training Office 2245 Challenger Way, #104 Santa Rosa, CA 95407 Phone: (707) 524-5560



AREA	LOCAL PARTNER ADDRESS
	Fax: (707) 524-6444
Stanislaus	Private Industry Council of Stanislaus County 251 East Hackett Rd. C-2 Modesto, CA 95358 Phone: (209) 558-2109 Fax: (209) 558-2164
Tulare	Tulare County Private Industry Council 2374 West Whitendale Visalia, CA 93277 Phone: (209) 737-4246

AREA	LOCAL PARTNER ADDRESS
	Fax: (209) 737-4252
Ventura	County of Ventura Workforce Dev. Division - JTPA 405 Esplanade Drive, Suite 100 Oxnard, CA 93030 Phone: (805) 988-3686 Fax: (805) 981-8215

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